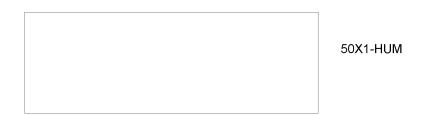


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	THE F.E. DZHERZHINSKIY	
	ORDER OF LEWIN and SUVONOV	
	ARTILLERY-ENGINEERING	
	MILITARY ACADEMY	
	ELLITARI ACADEMI	
	INSTRUCTIONS	
ON T	HE ORGANIZATION AND IMPLEMENTATE	ON
	OF THE TRAINING PROCESS	
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	PREFACE	
engineers in estabranches of the I cluding regular a corresponding spatrom this Academy fessional way; testing, and making equipment; the ortechnical equipment he must be educated the cause of the land, the Soviet defend his father dignity and honor may - his very littore the enemy. The instructions passed the Central Commitmister of the land instructions Directorate of the U.S.S.R., and recommend the produce militated and creatively, sequipment. These study plans and should be method:	epolitici dell'appropriativo di proprie	qualified artillery essions for all Armed Forces, in- can be filled by engineer who graduates problems in a pro- nstruction, development, in artillery technical already existing ithin the Armed Forces. mited allegiance to , his Socialist Father- red at all times to fend it with valor, sacrifice his blood - complete victory my is based on re- Soviet Union, and sued by the Defense ommander; directives Main Political try of Higher Education, Army statutes. s in this Academy is working independently et Army with artillery adequately met by pects of training ined, and due attention
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A. WORK UNDER THE GUIDANCE OF PROFESSORIAL - TUTORING STAFF
LECTURES
1. The lecture is one of the most important forms (types) of training in higher schools, as it lays the foundation for knowledge acquired by students, forms their communist world-outlook and determines the development of creative habits in future military engineers.
The quality of a lecture and state of preparedness in explaining the material during a lecture will influence the course of other types of studies, as well as the independent work undertaken by students in that subject.
2. "In every school, the most important aspect is the ideological - political trend of a lecture". (V.I. Lenin, Works, Vol. 15, p. 435).
Based on this instrument issued by Lenin, all lectures must be planned on the principle of party interests, must show the Marxist - Leninist methodology related to a subject and give students essential knowledge of the basic trends in the development of science and ways to practical solutions of the main contemporary scientific problems.
When explaining the dialectical process of Jevelopment in science, history and the essence of struggle for new ideas, in scientific and technical discoveries, in advocating and explaining the decisions of the Communist Party in the Soviet Union, the lecturer must lead his audience, make them follow; he must contribute to the development of scientific thinking in his students, form their Marxist - Leninist world outlook; educate his students in a spirit of Soviet patriotism and devotion to their socialist fatherland and the cause of the Communist Party of the Soviet Union.
3. The main tasks of a lecture are:
- to disclose the laws governing the spheres of science under study and to point out the way in which this subject should be studied independently by students;
 expound in a definite scientific and logical sequence the basic principle and questions of the course without over- loading the latter with superfluous details;
- show the continuous link between theoretical scientific concepts and the practice of socialsit construction and the development of military technology.
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- point out the role of Russian and Soviet scientists and practical workers in the development of concrete spheres of science and technology;
- acquaint students with the achievements of native and fereign science and technology in the subject being studied;
- make students realize what scientific research really means and teach them to draw conclusions; awaken their interest for independent scientific thought and a Mayxist - Leminist approach to the solution of scientific problems.
- 4. The quality of lectures, their ideological political trend are determined ... "entirely and exclusively by the <u>lecturing staff</u>*)" (V.I. Lenin, Works, Vol. 15, P. 735). "He <u>control</u>, no programs, etc. can, in any way, change the trend of studies which will be governed by the lecturing staff" (same source).

Those entitled to lecture on a course are: heads and persons in charge of chairs, their deputies, professors, associate profs, senior instructors who held an academic rank or have scientific degrees.

In separate instances, with permission from the Chief of the Academy it may be permissible to allow the most qualified instructors to lecture on a course, without having a scientific degree or holding an academic rank.

- 5. A course will begin with an introductory lecture which must cover the following basic points;
 - definition of the subject;
 - a short historical resume about the development of the given branch of science;
 - objectives and tasks of the subject; its role in the overall training system of the academy and its priority in respect to other related subjects;
 - study method of the subject; the distribution of the course according to types of study and semesters; basic literature;
 - * Italics by author.

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- nature of independent work required and degree of participation in scientific research work;
- basic concepts and definitions.

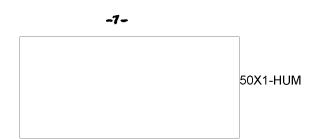
In a short historical outline the lecturer must point out the achievements of native scientists and acquaint his listeners with the stage achieved in his subject, both at home and in foreign countries.

It is expedient that the reading of the introductory lecture, as well as the concluding one, be entrusted to the most highly qualified instructors and, in first place, to Heads of Chairs; combining whenever possible, - training units into large groups.

- 6. Before the beginning of instruction according to the training plan, or on the first day of instruction, the Deputy Chief of the Academy and heads of faculties will make a report to first year students, on the following topics:
 - a short historical outline on the Academy and faculty;
 - short description of the up-to-date condition of the Academy, its training process and instruction plans;
 - purpose of training by specialities;
 - the significance and requirements of independent work by individuals:
 - the rights, duties, and requirements with regard to moral conduct and discipline of academy students;
 - order of transfer from course to course; gold medal award and the award of a diploma "with distinction".

Before the beginning of instructions, or within the first few days, first year students must be introduced to the labs of their faculty and related subjects.

7. A lecture course should be planned in accordance with time allotted by the training plan and built on the basis of a confirmed program. The document which constitutes a plan of continuous work for a course is the calendar - plan; it is compiled by the instructors giving the course and approved by the Heads of Chairs.





Each lecture, as a rule, must represent a logically concluded whole, in which all facts and examples, demonstrations and experiments, charts and drawings produced by the lecturer serve as means to substantiate and explain the basic contents of the lecture.

2. A lecture must stir an interest in students to more profound, independent work; it must direct them not only to cover the study material prescribed but to acquaint themselves with general and specialized literature on a course.

The lecturer must make use of one of the main advantages of a live lecture over a textbook, i.e. the communication of latest adjentific and technical achievements, the experience of socialist industry and the loviet Army.

Students must be able to find out from the textbook systematic data related to a course, information material, aids, etc. which the lecturer may not cover in his lecture but which are included in the study program, and will determine the scope of students' knowledge.

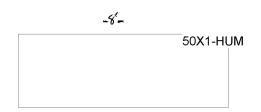
f. A locture must be based on up-to-date conditions in native and foreign science and technology; on experience derived from the Second World War, socialist development and achievements of Seviet and foreign armies in the reals of military - technical equipment, its use and application in battle during the post-war period.

Subjects which are entirely new and not yet fully verified in practice by experience, should only be brought forward at lectures after a general viewpoint has been adopted by the Chair and a relevant decision has been reached.

10. A lecture should be held on a high ideological and scientific plane in a literate manner both with respect to literary and methodological standard; it must be carefully planned and thought out by the lecturer; its contents well prepared, both in respect to the method of presentation as well as visual sids and necessary practical demonstrations.

The subject of a lecture, as well as the titles for its subdivisions must be clearly made known to students (either in writing on the blackboard or orally).

The lecturer must Graw up a plan, make a synopsis, or have a full text of each lecture on hand. In the case of new courses, not yet covered by textbooks and aids, the basic lectures must be discussed with the Chair not later than one month before they are given.



All lectures on tactics must be written out in full, discussed during a meeting of the Chair and approved by the Head of the Tactical Chair. Lectures compiled by the Head of the Chair should be approved by the Chief of the Academy or by his Deputy in Charge of the instruction program.

A lecturer has the right to use his abstract or full typewritten text of his lecture, but he should remember that only live words and a high cultural level of speech can ensure the full value of a lecture and arouse interest in the audience. It is his duty to constantly watch his audience, not to lose contact with it and not to become only a reader of a printed text.

11. It is the duty of a lecturer to explain the essence of basic concepts, information, formulae and their practical significance, illustrating theory by practical examples and visual aids. However, lectures should not be encumbered by superflueus factual and prescription material.

Some of the topics on the program which are covered by existing literature, can be transferred to independent work by students, by a decision of the Chair. In such instances the time allotted by the study program for lecturing on these topics will be given to students for independent work.

Complicated drawings and tables which take away a great deal of time during lectures, should be demonstrated in the course of the lecture as visual aids, as wall posters, or in projected form. Mereover, in the most important subjects of the course, essential charts should be prepared on a smaller scale and distributed in good time among the students, prior to the lecture.

The lecturer should make extensive use of slides and films to illustrate his lecture and make it as comprehensible as pessible.

It is the duty of a lecturer to systematically watch the degree to which his students have assimilated (understood) the part of the course which he has already covered. For this purpose he has the right to periodically ask "spot-check" questions before the beginning of a lecture on the theoretical part of the course already covered; whenever necessary, it is recommended to look through students; notes and call them for consultations. The lecturer should keep close contact with the instructors who conduct the practical side of the course, to draw the students into widespread participation in scientific research work.

13. At the end of a lecture, or part of a course, general conclusions should be given; also instructions issued for independent work, and students' questions answered.



Students should only ask questions at the end of a lecture or after a specific chapter (part) has been covered. The lecturer has the right to postpone giving answers until the following lecture or transfer them to a private consultation. After explaining the lecture material by chapters (dividing it into parts) the lecturer should give students supplementary instructions on how to work individually with a view to consolidating the material explained by him; he also assigns problems and gives homework as outlined for the course by the planned timetable of independent work for the semester.

- 14. The Head of the Chair and the lecturer carry full responsibility for careful preparation of each lecture, both from the paint of view of content and method by which it is conducted.
- 15. A course of lectures is concluded with a lecture in which a recapitulation should be made of the subject covered, prespects of scientific and technical development indicated and problems, on which it is essential to continue working, outlined.

The texts of infreductory and closing lectures should always be written out in full. They should be discussed at the meeting of the Chair and submitted by Heads of Chairs to their immediate superiors for approval, not later than 2 weeks before they are delivered.

16. It is recommended that members of the professorial instruction staff attend lectures given by their colleagues instructing in related Chairs, so as to maintain an emchange of experiences.

PRACTICAL TRAINING

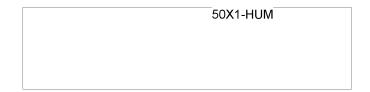
17. Practical training represents a link between theory and practice and is carried out on subjects established by the program, after relevant theory lectures have been given on the subject.

The purpose of practical exercises is: to deepen and censolidate theoretical knowledge which students have acquired at lectures; to develop habits of independent practical work by way of planning and calculating problems, solution of tactical problems, verification of scientific-theoretical data through experiments, practical study of scientific-research methods, the study of military technique, of battle equipment, technical instruments and materials.

Practical training can be carried out in classes, labs, study-rooms, in the field, and in workshops.

18. Practical instructions must be given on a high scientific-technical level in accordance with the training programs. The method of their implementation is to be developed by the Chairs, depending on the nature (type) of instruction.





(a) Class Exercises

22. Exercises in class are an important and essential supplement to lectures and, for some subjects, the basic means of mastering the material under study.

Purpose of Exercises:

- consolidating theoretical knowledge acquired at lectures by practical solution of concrete problems on a certain subject (theme) of the course;
- teaching how to apply theoretical knowledge to the solution of applied problems;
- teaching the technique of calculation and execution of graphic work;
- assisting in mastering the grammar of the foreign language studied and gaining translation practice.
- 23. Exercises leading to the solution of problems must be carefully prepared. The scope and content of a problem in each section (theme) of a course should be determined by methodical development according to the training subject.

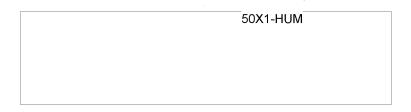
The complex of problems solved in class must, as a rule, encempase the subject material already covered: the content of a problem must be such that it serves to promote conscious interest in students for analysis and develop their own creative initiative, with exception of instances where the basic purpose of an exercise consists in assimilating (getting used to) technical practices. During the last exercise, in proportion to the way in which a course has been mastered, more difficult problems should be assigned.

It is recommended that some of the problems should be selected according to the specialty of faculties, but not to the detriment of content and method of explanation of the main subject.

24. When problems are solved, attention should be paid to the specifications and degree of accurach of the results. All calculations should be made with the aid of tables, legarithmic scales, or other calculating instruments.

In the execution of every type of work the instructor should demand literate presentation of text, careful and accurate execution. Work which is carried out in an illiterate, slip-shod (negligent) manner, cannot be accepted by the instructor.

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25. Tactical exercises and artillery fire direction can be carried out either on maps, on a relief-model of reduced dimensions, on miniature shooting ranges or on rifle shooting ranges, as well as in open country.

The Chair works out special problems in accordance with the training program for tactical exercises. Planning the problem is the basic and dynamic task which is discussed at a conference of the Chair.

The procedure for carrying out exercises is laid down in method notes. All tactical problems and relevant method notes have to be approved by the Head of the Chair.

A tactical exercise is carried out in stages defined in the method of procedure note. Every stage can be considered as having been completed only when the instructor is satisfied that all students have sufficiently firmly assimilated the material.

Every exercise should begin with selective checking of working maps and a short questionning on the situation. Group exercises should be conducted by active participation method i.e. every student must always be ready to report on any question related to the problem.

It is essential to demand that every student should draw correct, accurate and comprehensible charts.

- 26. The study of foreign languages is conducted in class, during which time grammar is studied, exercises are done, both in translating and free conversation. Independent work is also assigned in the form of specialized texts chosen for translation within the laid-down quota (norm) for the translation program. It is essential to warn students that, in order to acquire a fluent command of a foreign language, it is absolutely essential that they work on their own every day, or no less than every other day, during the entire duration of the course.
- 27. Exercises in solid geometry and drafting have the purpose of teaching students how to draw (represent) objects in projection and familiarize themselves with their geometric forms; teach them to compile, carry out instructions; to read drawings of small parts, assemblies and whole pieces of general machine-building and artillery technical equipment, in accordance with regulations of the "GOST" (All Union State Standard) and technical requirements of the Main Army Directorate ("GAU") on charts.
- 28. The Head of the Chair is responsible for general supervision covering all class exercises; he carries this out by making personal class inspections (visits in time of instruction), through senior instructors, as well as by analyzing methodological questions at conferences of the Chair.





(b) Seminars

29. A Seminar is a study group activity under the guidance of an instructor. The main purpose of a seminar is to have the students make a deep study of the basic and most complicated problems of a course. The seminar also serves as a means for controlling individual, independent work carried out by students.

Seminars must ensure the development and consolidation of practice (habit) for independent work, such as:- the skill to draw-up plans for theoretical reports; the thesis and preparation for a debate on one of the seminar problems.

Seminars are conducted during study hours on subjects prescribed by the training program. Seminar plans, with compulsory and supplementary literature, should be handed to students at the beginning of lectures on seminar subjects. A list of questions acheduled to be worked out during a seminar, must include the basic subjects (questions) referring to the part of the course being studied. The Head of the Chair approves each seminar plan.

- 30. The instructor in charge of a meminar must have a working plan showing how it is to be conducted; showing contents of the introductory speech; distribution of time allocated for the study of separate questions and the closing words.
- 31. The order in which a seminar is conducted is established by the Chair: it can be of two types:
 - Introduction by the instructor; a report on basic seminar topics, read by one or two students, chosen ahead of time by the instructor, (to last not longer than 30 minutes); conclusion by instructor.
 - or: (2) Introduction by the instructor.

 Report by a speaker according to seminar plan. (The speaker is not appointed beforehand. He can either be called upon during the seminar by the instructor, or he can come forward of his own free will).

Discussion on seminar questions.

Conclusion by the instructor.

When conducting a seminar the instructor must premote active participation in his audience, by presenting the most important and most difficult topics, until the complete attention of the students has been gained.

The instructor's closing word (conclusion) should review: topics sufficiently worked out by students; topics which require additional working out; evaluation of students' speeches and recommendation for subsequent studies of the subject.

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(c) Laboratory Work

- 32. Students' lab-training has the purpose of:
 - consolidating the theoretical knowledge, gained by the course, by means of practical study under laboratory conditions, of laws and situations presented in the lectures.
 - practical knowledge in the use of measuring apparatus and surveying (measuring) methods.
 - acquiring skill in scientific experimental work and analysis;
 - studying the construction of machines, mechanisms, armament and lab equipment.
- 33. Laboratory training is conducted both in the form of lab experiments and practical study of armament models, instruments and apparatus under the instructors' guidance.
- 34. The nature of laboratory work and its scope are defined by training programs. Laboratory work must be based on the main subjects (situations) of the theoretical course. Lab work related to various subjects handled by students during different courses, aust answer the requirements of continuity and should not be duplicated.

For the purpose of ensuring more rational time - disposal by students, (contents of lab work and the available equipment permitting) it is expedient to program lab work in periods of 4 or more hours.

For the purpose of cultivating skills in independent experimental work, the student is personally required to prepare his own work area, assemble and disassemble his apparatus and hookups and correct minor defects in the equipment.

Students must be fully supplied with all essential instruments, parts and material necessary to carry out their lab work.

35. Lab work is executed according to a time table. It should fit in with certain parts of theoretical instruction being given.

Leb work outside time table schedule is permissible on the basis of a preliminary request.

As a rule, lab work must be evenly spread out over the entire semester.

36. Laboratory work is (should be) carried out by students individually under the supervision of instructors, in independent order, with the exception of cases when the very nature of experiments requires the participation of several students simultaneously, or when there is insufficient equipment on hand.

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It is possible to call in the best qualified engineers and lab-workers for assisting instructors in implementing lab activities.

- 37. Manuals (instructions) must be provided for lab work to ensure their correct execution. These should contain:
 - Scientific data, to be substantiated by laboratory work (the object of the assigned work);
 - A principle scheme (chart) and short description of lab equipment and measuring instruments;
 - Short directives on the technique of conducting the experiment;
 - Index and a form, rendering an account of executed work.

When laboratory work is to be carried out, the Chair appoints one instructor for every 10-15 students; in cases where a high degree of safety is required - one instructor is assigned to every 5-10 students.

- 38. The instructor in charge of laboratory work must demand that students work out all calculations with logarithmic scales whenever these ensure sufficient accuracy or with the aid of appropriate calculating machines and tables.
- 39. Students must prepare for lab work well ahead of time. Bebre the beginning and in the course of lab work, it is the duty of the instructor to verify the state of preparedness of his students by oral questionning. Students who are not well prepared should not be allowed to undertake laboratory work.

Oral examination should take place either for each lab project; or group of projects, at the discretion of the Head of the Chair. Oral examinations are usually held in hours allocated by the time-table for lab work. In individual cases instructors can make arrangements with the head of the course to call a student in for oral examination at some other time.

40. Students make individual reports on the accomplishment of each type of experiment. The main part of the report should be composed by the student during lab hours; the summarizing can be done out of class. The form of reports to be adhered to by students when rendering account of their lab-work is established by the Head of the Chair.

The time within which such reports should be submitted is defined by the Head of the Chair in agreement with The Chief of Instruction of the Faculty, but it is to be not later than by the beginning of the next lab project. The laboratory must have a record book in which work executed by students should be entered according to subjects.

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- 41. An instructor who is in charge of lab work must satisfy himself that the students have conscientiously carried out experiments by asking them test questions.
- 42. Ppart from usual required laboratory work executed by each student individually, or by groups of students, supplementary demonstration work can be carried out in laboratories.

(d) Training - Production Practice

- 43. Training production practice is carried out in the Academy workshops for the purpose of:
 - studying basic methods of metal-processing (working with metal):
 - studying basic methods for electric arc and oxacetelene welding of metals;
 - practical study of construction and use of machine-tools;
 - practical familiarization with the use of surveying (measuring) instruments;
 - practical familiarization with casting and forging production;
 - acquiring skill in mounting simple electrotechnical and radio technical installations.
- 44. Training in workshops is carried out according to schedule, in one or two shifts, depending on the size of the class and the capacity of workshops.
- 45. The appropriate Chair assigns an instructor in charge of practical work, who is sided by specially appointed qualified skilled workers, acting as instructors supervising the work of students.

Work with complex machine-tools which are available in limited numbers is carried out as a demonstration by the person in charge.

46. Each student is given an individual assignment which he must complete and hand over to the instructor in a given time. The student must carry out all the work personally.

Upon completion of the work the instructor takes over the finished production, evaluates lie quality and grades the student on the execution of his assignment. If the work is done uneatisfactorily, the student is required to do the work over.

47. Students who already have sufficient practical production - training can be freed by the Chair - upon recommendation of the Faculty, from carrying out assignments in workshops.

(e) Camp Training

43. Camp training in an organic part of the instruction plan on tactics and fire, with the following objectives in view:

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- consolidation of students' theoretical knowledge and practical skill, principally in the use of artillery weapons, in conditions resembling as closely as possible those of a battlefield, as well as understanding questions dealing with the direction, cooperation and coordination of armed forces;
- strenghening of skills in directing and conducting combat (type) artillery fire;
- practical study of artillery technical equipment and work with
- 49. In order to assure a camp muster in good time and with enough essential troops and equipment, the Chair must submit requisitions by October 15th through the Faculty Head, asking the Training Section for necessary battle equipment with a note giving detailed reasons for this requisition.

On the same date and through the same channels, a requisition should be submitted to the Department of Artillery Armsment and Military - Technical Supply, asking for necessary ammunition and fuel - lubricants.

In his requisition the Head of a Chair must estimate the minimum of supplies required in order to carry out the training plan, bearing in mind the need to adhere to established norms.

The Faculty Head and Head of the Chair will be made personally responsible for the accuracy of estimates covering the requirements for troops and supplies.

50. The Training Department will sum up the Chair's requests, will draw up an independent plan to ensure provision of adequate supplies and personnel for camp training. This report will then be submitted to the Deputy Chief of the Military Academy in charge of training and after the plan is submitted for signature to the Chief of the Academy, it will go to Artillery Headquarters.

Requisitions for ammunition and fuel should be forwarded in the same order by the Dept. of Artillery Armament and Military Technical Supply.

51. The commander and camp training staff is appointed by order of the Academy Chief.

Prior to the assembly, the staff in sharge of the camp should:

- resolve the problem of supplying the camp with troops and a firing range;
- draw-up table of organization servicing the camp, and submit it for approval to the Chief of the Academy;
- Check camp equipment and work carried out by the Ordinance and Supply sections to provide the camp with all that is necessary;
- check on the ammunition and fuel supplies awilable to ensure camp training;
- put in a requisition for transportation through the relevant section.

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- 52. The time table for the camp training should be drawn up by the Training Section, with the help of staff members of the camp, and Heads of relevant Chairs. The time table must be compiled in accordance with the training program. The actual use of military units attached to camp for the training period should be coordinated according to the time table.
- 53. Academy sub-units (sections) will leave for camp, headed by their immediate superiors, who will remain in charge of the unit until the end of the camp training and will be responsible to the Camp Commandant for the implementation of the training plan and instruction programs, maintenance of discipline and observance of internal order.
- 54. The internal plan for camp training will be laid down by the Chief of the Assembly Camp, in accordance with Statutes for Internal Service of the Armed Forces, U.S.S.R.

Control over direction and training will be carried out by persons in charge, according to regulations laid down in instructions.

- 55. Instructors who will teach at camp, should set out not later than a week before the beginning of training and carry out a methodical assembly (of training staff) during which the basic questions of how to carry out tactical (fire) practices should be worked out locally, on the terrain.
- 56. Before conducting training with troops and prior to combat fire, the officer in charge should reconneiter the area. Unit and sub-unit commanders should participate in this reconnaissance and be drawn into the training plan, so that they can jointly specify all the phases of training and deployment of combat formations on the terrain, together with the instructors.

The commanders of auxiliary military formations assisting in camp training will be called forward by the Camp Staff (EQ.) according to the requirements of officers in charge of training.

57. Upon completion of a camp training period, the officer in charge of a report to the Chief of the Academy in which he will give an evaluation of the executed training, noting all the short-comings and suggesting corrective measures for the future.

PRODUCTION AND TEST RANGE PRACTICE: PRACTICAL TRAINING

58. Students' production and test range practice is an integral part of the whole training process and has the purpose of broadening and strengthening the theoretical knowledge which students acquire while studying subjects according to their specialization, by applying it to practical work.

During production practice students must:

- acquire knowledge in engineering, organization, directing production, and production economy;
- gain practical skill in the analysis, development and execution of technological processes within the framework of their speciality;

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- study most up-to-date equipment and technical achievements of production;
- acquire skill in carrying out tests and in the use of technical instruments and apparatuses;
- study the function of the apparatus for approved military use. (priyemka)

While undergoing practical training on test ranges students should acquire knowledge in the organization and operation of scientific-research firing ranges and methods for range tests. They should acquire practical skill in testing models, samples of arms, within the scope of their speciality. They should study the latest equipment in various sections and laboratories of polygons (test ranges) as well as the scientific and technical achievements in this field.

- 59. Depending on character and content, production and test range practice can be carried out in the form of:
 - excursions with a view to becoming acquainted with subjects not entering into the scope of theoretical instruction;
 - training practice with the execution of service duties at working places, as a rule in the category of understudy, whereever subjects were covered by previous instructions;
 - practical work of students, replacing professional staff on test ranges and in other military installations.

Author's Note:

A diploma assignment can be covered by individual pre-diploma practical stage in the process of carrying out a diploma project.

- 50. Production practice undertaken by students will be erganized, beginning with the III year course, and executed at most up-to-date enterprises corresponding to Faculties, which are equipped with modern technical means, have modern technology as well as at scientific-research enterprises of National Economy and of the Defense Ministry, U.S.S.R.
- 61. The choice of places where production or range practice will be executed will be made by the relevant Chair, for which purpose it is essential that Chairs maintain a close contact with enterprises and test ranges. The State Army Directorate (GAU) (Chief Artillery Directorate) and govt. committees, Council of Ministers, U.S.S.R., according to their specialization.

Practice places should also be chosen with consideration for a minimum of time to be spent in transit during the entire practice period.

62. The main enterprises for production practice are assigned to the Academy by resolutions passed by State Committees of the Council of Ministers, U.S.S.R. and Matienal Economy Councils (SOVNARKHOEY) of administrative rayons, for 5-year periods.

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- the training section of the Academy must coordinate all questions with revelant enterprises not later than 3 months before the beginning of training. By the lath of Getober the training sections of Faculties must submit an application (request) to the Training Bepartment, covering the plan for production or range practice, indicating the training sections, number of students in each, personnel in charge of practice, opening and closing date of practical training, the precise name of factory (plant) of training, as well as the Council of Natl. Economy, (State Committee on Einistry respectively) under whose jurisdication this factory lies; at the same time they should apply for personal passes permitting students and persons in charge to enter the factory (ZAVOD).
- 04. Not later than I month ahead, the Training Section will send representatives of Faculties to relevant factories (zavody), in order to reach agreements beforehand on the order in which students will be admitted and become acquainted with working conditions in a given plant.
- 65. Freliminary agreements will <u>not</u> have to be reached in the case of military units, organizations of the Defense Ministry assigned as bases for practical training.
- 88. Heads of Chairs planning to carry out range practice have to submit a comprehensive requisition for assumition and fuellubricants by the 18th of October, to the Department of Artillery Arms and Mil.-Techn. Supply, with an indication of the place and curation of the practice.
- of. 2 months prior to students departure for practical training, the Training Section will compile a plan covering production practice for the current instruction year on the basis of applications made by Faculties and permissions granted by Directorates of Natl. Toology Councils and Ministries.

The plan for production practice aust be approved by the Chief of the Academy and will serve as a basis for issuing travel credentials and allowances.

he. As a rule, students are directed to production practice destinations in whole training groups (one or several), or in smaller numbers, depending on the facilities of the training enterprise and nature of practice.

For pre-diploma work (when this is needed and foreseen in the diploma assignment) graduatingstudents are usually sent individually to places where they carry out their practical work.





69. Control over practical production work by students is exercised by senior staff of the Academy and Faculties (VAIK), Heads of the Training Section, Faculties and Chairs, according to a plan drawn up for the training year.

The control plan is compiled by the Training Department a month before the beginning of practical training and must be approved by the Chief of the Academy.

Control is carried out by means of inspection done by officials who travel to the place of practice training.

- 70. The content (scope) of production practice is determined by a practice program worked out for each subject in which practice is to be carried out. The practice program is an integral part of the general instruction program on a given subject.
- 71. During production and test-range practice and training in specialized subjects, students must carry out work typical of engineering technical personnel; either at working sites, sectors, in designing officer in technical departments and within the set-up of the military representative of the GAU (Main Artillery Directorate), in the capacity of "doubles" (understudies) for engineers and technicians of enterprises, installations, test ranges and military workers.

In the process of production practice, students who are attending the graduation year must independently accumulate material for their diploma work, in their own subjects.

72. On the basis of the program the time-limits set for practice and according to the conditions and peculiarities of each enterprise and organization in which practice is carried out, the person directing practical work from the Academy, together with the enterprise and installation representatives, compiles a working calendar plan.

During the execution of production and test-range work, the person in charge must make sure that the students actively participate in all phases of training and in all its sections.

73. It is the duty of the Chair to prepare individual problems (tasks) for each practicing student, shead of time; these are then dealt with in more detail by the persons in charge, at the place of practice work. Individual assignments are given out to students upon arrival at their place of practice, (not later than on the 2nd day).

When excursions are conducted for the purpose of acquainting the atudents with certain new practices, no individual problems are assigned.

74. During the period of production practice, the person in charge will organize for all practicing students working in a given place: lectures, reports, discussions, etc., conducted by the most qualified specialists and production innovators (not over 4 hours per week), as well as excursions to adjacent enterprises, which would be of advantage in broadening the technical horizon of students.

Lectures, reports and discussions should acquaint students with characteristic qualities of a given enterprise and its activity; should inform them of its advances and experience and acquaint the students with prespects for perfecting production technology and new methods for firing range experiments.



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In accordance with the order issued by the Defense Ministry, U.S.S.R., the person in charge of practice training will organize physical training for his students.

- 75. The general study methodological direction of the entire production practice executed by students, should be carried out by those specialists of the Chair in whose subjects the practice is being done. The Heads of Chairs carry the responsibility for the quality of practical training and the results.
- 76. Direct practice training is entrusted to the director of practical work; he is appointed by the Chair, selected from the most experienced instructors of that Chair and is well acquaiated with the production and work of firing ranges.
- 77. The director of production practice must arrive well on time (not later than 3-4 days) before practical training starts, in order to acquaint himself with the enterprise, existing working conditions for students and to coordinate individual assignments and working calendar plans with the directors of the enterprise.
- 78. During production practice work the person directing same will remain at the site of practice; i.e. in the enterprise. Directly supervising of students' practical training, he will organize in advance a program of reports, lectures; discussions, consultations and excursions and will also conduct checks on reports and give examinations.

In instances when students are undergoing practical training individually or in small groups at various enterprises, it may not be necessary to appoint one person to direct training. In such cases the Chair may exercise control over the students' practical work by having instructors travel to the students' training grounds, according to a special plan which must be approved by the Headoof the Chair.

79. During production practice students must adhere to the daily established schedule in an enterprise (in an organization or at a firing range) and obey the instructions of precons directing practice training and other technical personnel.

A working day during practice training is established as 8 hours. (not counting the time required for independent work, which is left to the discretion of each student).

During practice training, students shou, d be directed to spend much time in establishing active contact with local party and trade union organizations, so that they would participate in party and social work of the enterprise.

During the time which students and instructors (directing the practice) spend at enterprises they must take active part in the rationalization and invention work conducted in enterprises, installations and at firing ranges.

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Moreover, the instructors in charge of practical training must carry out propagands on technical material at places of practice training mainly by making speeches to the engineering - technical staff of enterprises and erganizations. These speeches should be prepared well ahead of time, under the guidance of scientific staff of the Chair, and must be related to the specialized character of each enterprise.

- 80. In the process of practical training, each student compiles a written report on the execution of his training program and the individual assignment in production practice which he executed; he must also take an examination on the subject.
- 81. The examination is taken by students at the place of practice training and is marked according to a 4 point system.

If practical work only bears the character of an excursion - no written reports are required of students. The examination is then conducted as a discussion between the instructor and each student.

82. When the Bead of a Chair appoints an instructor to direct production practice work carried out by students, he also gives him the task of studying material essential to the Chair. This material must be related to the work of the relevant enterprise (firing-range) and also serve to raise the qualifications of instructors, in teaching scientific-research work (such as new equipment, technological processes, etq).

It is the instructor's duty to establish contact with graduating students of the Academy who are undergoing practical training and by means of personal talks, or conferences, gather suggestions, wishes and proposals for the improvement of the training process.

At the end of practice training the Chairs summarize results (methods studied, organization, etc.) for the purpose of subsequent improvement of the organization and perfection of practice training in future years.

83. The person in charge of practice training should (not later than 1 week after its completion) submit his report through the Head of the Chair to the Faculty Chief, or through the Training Department to the Deputy Chief of the Academy in Charge of Training (MUR) depending on the scale of his subordination.

Faculty Chiefs should send reports to the Training Department giving account of accomplished practice training not later than 3 weeks after completion. Generalized summaries of the practice training are then reported to the Academy Command.

84. Results of production practice training are discussed at Faculty Council meetings and, in some cases, also at the Council of the Academy.

FACULTY TRAINING

85. In order to deepen and widen students' knowledge and also to acquaint them with the latest achievements of Science and Technology, faculty courses can be organized.

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- 86. Faculty courses are organized for a group of students no less than 10 who express their desire to attend a given course. For those who have enrolled, attendance becomes obligatory.
- 87. Students who attend faculty courses pass their exams on a voluntary basis. The result of these exams is included in the examination book and is taken into consideration when testimonials and certificates are issued.
- 8d. In the case of optional Faculty courses, the same demands are made on students which apply to obligatory courses, as established in present instructions.

CONSULTATIONS

- 89. Consultations are a type of guidance and assistance to students in their individual (independent) work. They are organized for the purpose of:
 - solving problems which arise when students study training material on their own;
 - widening and deepening students' knowledge on separate questions related to the course; rendering methodological assistance to atudents in working out correct and rational ways to work independently.
- 90. Consultations can be individual or in groups.

The basic type of consultation is the individual one.

A student can always have a conference whenever the necessity arises during the process of his independent work, by a direct request to the instructor from whom he wishes to obtain an explanation on the question which interests him.

Group conferences are organized in cases when a group of students needs elucidation on one or several questions which were not clear to them.

- 91. Conferences are organized by order of the Head of the Chair according to prior requests by students, or at the request of the heads of Faculty Training sections, heads of courses and persons in charge of training departments.
- 92. The Chair should have a schedule of persons giving conferences showing days and hours of conferences carried out by each instructor.

As a rule, conferences are given by teachers reading the course lecture, including the Head of the Chair and his Deputy.

- Author's Note: 1. If no requests for conferences have been handed in for the hours when an instructor is on duty, he can be freed from duty.
 - 2. Whenever a student applies for a conference and fails to put in an appearance at the appointed time, the instructor will report the fact of his absence to the chief of the Faculty Training Section, or to the person in charge, (head) of the course.

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93. Conferences should not be regarded as supplementary studies, or those replacing instruction. It is forbidden to solve problems for students during conferences, or to do homework for them - by drawing maps and charts with students.

Should it become clear in the course of a conference that the lack of understanding shown by student is due to insufficient studying of certain course material, the instructor being consulted should send the student away for independent study of the relevant material, with a recommendation to return for a conference after he has mastered these parts of the course material.

All students must be informed that conferences are by no means a method for verification of their knowledge and that the degree of knowledge shown at the conference will not have any bearing on the evaluation of their knowledge during examination.

94. An individual conference should usually last not longer than 20-30 minutes for each student, or in the case of a group conference - not longer than 2 hours for one Training Section.

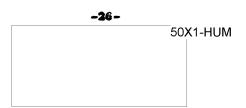
B. INDEPENDENT WORK OF STUDENTS WITH TRAINING WATERIAL

95. The success of independent work carried out by students is determined, to a great extent, by the high scientific standard of instruction, by creative (and not dogmatic) treatment of the lecture materiall definite overcoming of dogmatism and dryness. The content of all types of instruction should give students a deep knowledge and practical skill; it must educate students in a spirit of creative attitude towards science, and arouse in them a desire for independent, deeper study of the subject.

Independent work is one of the factors determining the success of training at the Academy. Therefore, when the training process is organised, main attention should be directed towards ensuring this, a most important link in the training of a highly qualified artilleryengineer.

All planning bodies must strictly coordinate their calendarplan with training schedules. A maximum of time should be placed at the disposal of students for independent (individual) work.

- 96. The foundation for ensuring independent work by students must be laid in study plans, programs and instruction sheedules by means of rational distribution of subjects, proper sequence in which they are covered and the provision of adequate time necessary for the students to carry out homework and master the study material.
- 97. Independent (individual) work of a student is part of his official duties while at the Academy and he carries full responsibility for same.
- 98. Independent work by a student on the study material should be carried out systematically, during the entire school year, from the first days of each semester; only in these circumstances wan appropriate preparation of a student be assured, leading to normal conditions essential for doing homework, laboratory and control work, passing written tests and examinations.



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Any other type of work which a student wants to do in time allocated for independent studies can only be permitted in exceptional intances, after personal permission has been granted by the Chief of the Academy.

- 99. Independent (individual) work of a student will include: -
 - (1) Current work dealing with study material; regular preparation for following lectures and group-training by way of studying supplementary literature indicated in the Training program and recommended by the lecturer; also executing work indicated in problems.
 - Keeping lecture notes in good order.
 - Studying program material prescribed by Chairs for independent study by students from the course literature.
 - (2) Execution of control work and other assignments (homework).
 - (3) Execution of course-planning and projects.
 - (4) Completing the degree projects.
 - (5) Preparing for oral tests, written tests and examinations.
 - (6) Individual scientific research work.
 - (7) Student's participation in scientific research carried out by science clube (groups).

The utilization of time for independent (original) work should be planned by students at their discretion, according to the volume of study material to be covered, individual aptitude and personal experience. The time allotted should ensure the assimilation of all current lecture material; execution of all training plan problems and a constant state of preparedness for practical exercises and control work.

100. The responsibility for reserving time and allocating it to students for independent (original) work, rests with the Faculty Hend (Y.A.I.K.). It is his duty to determine and systematically control the following:

- An even distribution of work to students, according to training plan.
- Coordination of the volume of material foreseen by study programs with the time allocated by training plan.
- Correct combination of lectures and exercises in the schedules.
- A well thought out distribution and volume of homework assigned by semester, control work and seminars; compilation of a special chart showing the execution of homework, class control work, seminars and tests. The chart for home and class control work should be drawn up per semester for each training section; it should be approved by the Faculty Head and given out to students in the first week of each semester.



- Planning of Party, social work and official conferences and meetings for the students; these allocating the time in such a way as to have 4 out of 6 evenings a week free for independent study work.
- Organization of control over students' independent work; rendering timely assistance whenever necessary.
- 101. The Head of a Chair should help students organize independent (individual) work on subjects of his Chair by:
 - holding lectures or briefings on the most rational methods to carry out independent studies on material related to a given subject;
 - organize a study of the experience which students have acquired in handling material; summarizing this experience and taking appropriate measures to increase the effectiveness of independent (individual) work;
 - controlling students' independent work by practical exercises and laboratory work, as well as discussions when control homework is handed in and during course-planning guidance.
 - taking apprepriate measures (when necessary) to assist individual students to master their study material.

CURRENT WORK WITH STUDY MATERIAL

- 102. Systematic work to cover training material, using basic testbooks, sids (manuals) and lecture outlines is essential to ensure firm assimilation of an Academy course.
- 103. Preparation for current training should be done daily, during the hours allotted for independent (individual) work, according to each student's schedule.

The most effective method of study is for each student to work out his own outline of a lecture on the basis of the training and other material recommended in the study programs.

104. At the discretion of the Chair, part of the program material on which textbooks are available, can be ommitted from class lecturing. When choosing material for independent study by students, Cimirs should take into consideration the difficulty of the material and the degree of students' preparedness for independent study of same. In such cases, the class time originally allotted for prior discussion and explanation of the material is passed on to students for independent work.



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	EXECUTION OF HONEWORK	
the practi	assignments should be planned for those subjects i al part of an exercise is not fully covered by lab t foreseen by the training plan.	
planned in all basic The type of plan; the the study ;	assignments should be as complex as possible and be a manner which makes it necessary for the student arts of the course in order to be able to do his headwark for every subject is laid down in the trolume (quantity) of same and contents are determined or assignments can be of two types:	te study emevork, aisiag
(17	Their volume must be estimated in accordance with	
(2)	allocated for independent work on a given subject. Supplementary.	
	While the first kind is compulsory for all students latter can be carried out voluntarily with a view widening the student's knowledge and consolidating practical skill.	to
subjects, (manuals),	omework assigned on technical and general-education it the exception of problems to be solved from technical be allocated individually for each student.	kthoeks
	categorically forbidden to assign homework ellect verification and correction, homework should be g	
from check part of the latter is problem (tassignment	dents and mistakes pointed out. If it becomes evi- dents and mistakes pointed out. If it becomes evi- ng homework that the student has not mastered the training program on which the problem was assigne- eturned to the student for a second endeavour, or a ctical scheme) is assigned. The time limit by which should be returned is designatedly the instructor, ith the Faculty Head of the Training Section.	dent relevant d, the a new ch the
time, acco	ats who have met completed all their home assignmenting to training plan and study program, will not raminations in this subject.	nts on bo ad-
	Course Projects (Schemes)	
habits of their know	e projects (schemes are intended to develop in stu- adependent work, summarizing the material and putt; edge to practice. Course projects (themes) are fer plan and established according to subjects:	ing
(1)	general-technical;	
(2)	epecialized (within student's program)	
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109. The time allecated for course projects (themes) is included in the training time-table, usually in periods not shorter than 6 hours. During days when students are engaged in course projects they continue to work on their theme (project) in hours allotted for independent work.

110. Assignments for course projects (themes) are usually worked out by the Chair individually for each student or, if they happen to be typical of a certain training section, they must have individual original data. Assignments reviewed by the Chair and approved by the Head of the Chair.

Before Conting on the course project (theme) the student prepares a work calendar had submits it for approval to the person in charge (supervisor).

The following should be indicated in the work plan:

- stages of work (acquaintance with literature, calculations, experiments, drawing charts, etc.) and time limits set for their completion.
- Time for presenting the theme for inspection to the supervisor (person is charge).
- Date by which the project (theme) will be ready to be defended.
- "il. Paculty Heads will keep in touch with the various assignments which are developed by Chairs, to be carried out by students ever the entire training period, and with assignments in course planning (problems). The content of assignments (problems) must be such, that the student who carries them out covers all the basic parts of the course and acquires initial skill in scientific research and designing work.
- 112. The execution of a course project (theme) is done by the student independently, within training premises, under supervision of supervisor and consultants appointed by the Chair.

The explanatory text (note) for the project (theme) should be written out by hand, in ink. Charts (drawings) on the project (theme) should be drawn in pencil in complete accordance with instructions of the Technical Directorate (TU) and (GOST-e).

Students must submit their project (these) within the time prescribed in the time table. A student who does not hand in his work within the prescribed time-limit (without giving major reasons) will be given an unsatisfactory evaluation (marks).

113. The submission of projects (themes) is accomplished when defending same before Heads of Chairs, or at Chair conferences; they will be marked according to a 4 point system.

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DIPLOMA PROJECT

114. The diploma thesis (project) is the final stage in the training of an Acadeay student and has the purpose of achieving:

- systematization, consolidation, and broadening of theoretical knowledge according to specialization;
- A thorough study of one of the technical branches;
- development of calculating graphic and experimental skill;
- mastering the habit of independent solution of engineering problems;
- acquisition of still in scientific research work;
- manifestation of the degree of preparedness in student's speciality.
- 111. Students will be admitted to diplome work providing they have carried out all types of training assignments and passed all the examinations foreseen by the training plan and study programs.
- 110. The theme and problems assigned for diploma projects (work) must demand from students that they use the knowledge which they have acquired, mainly while studying special subjects; independent theoretical and experimental research and relevant graphic presentation. The subject for a diploma thesis is worked on by the Chairs and coordinated with the Chief Artillery Directorate and other organizations of the Defense Ministry concerned.

By order of the Faculty Head, diploss projects are assigned to students not later than 4 months before the beginning of their diploss work; the same order appoints supervisors for graduating students and states the time allotted to carry out these projects (diploss work).

The subject of a diploma thesis should be left as a free choice to each student as much as feasible. Therefore, the number of proposed subjects should be no less than $1\frac{1}{2}$ times greater than the number of graduating students. Compulsory assignment of a diploma thesis should be made only in cases of necessity, or in the interests of regulating the number of specialists.

- 117. In order to supervise the diploma work of a student, a supervisor (leader) is appointed; as a rule he is chosen amongst the instructors of the Chair, in the subject of the student. It is permissible to use instructors from related or general technical Chairs or outside specialists for relevant diploma themes, as supervisors. As a rule, no more than 5 graduating students should be assigned to one supervisor; exceptious are made in special cases bearing an organizational character.
- Ile. The assignments for diploma work are worked out by the sepervisor, analyzed at the meeting of the Chair and approved by the Faculty Head. The assignment must show; the theme of the project; objective in view; time-limit allowed for completion; initial data for the theme; a list of questions must be developed; a list of graphic material; the available consultants on the project and place of work.



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The diploma assignment should be handed to students not later than 3 months before the beginning of actual work on the thesis.

- 119. A diploma project must include:
 - selection of subject and basis for the solution, according to the substance of the project;
 - theoretical and calculation, or; theoretical-and-experimental data;
 - graphic execution;
 - an explanatory note with illustrations (charts, photographs, etc.) not over 150 handwritten pages.
- 120. In order to avoid excessive traveling graduating students for the purpose of assembling material necessary to their difloma work, the Head of the Chair, whose duty it will be to supervise diploma projects, should make timely preparations in order to ensure that essential material for graduation work is available from the start of an academic year.

In cases where it becomes necessary to use material outside the Academy, Heads of Chairs should make application, not later than 2 months before the start of the diploma work, ensure that this material is handed ever to the Academy or that graduating students are given access to relevant enterprises so as to acquaint themselves with this material.

121. In the course of the first week of diploma work, the supervisor checks in detail a calendar work plan prepared by the student, showing the sequence and time-limits set for the execution of separate stages in his graduating work.

In special hours allocated for consultation, but not less than once a week, the supervisor checks the fulfillment of the work plan and state of accomplishment - by stages.

It is the supervisor's duty to guide the student's work, recommend essential sources of information, reference material, point out mistakes without correcting them for the student, leaving him complete freedom in his work.

In the course of diploma work a student can obtain consultations which he needs from all Chairs of the Academy and whenever necessary (by request to the director), from organizations outside the Academy, by established procedure.

122. It is the student (author of the diploma thesis) - who hears full responsibility for technical decisions made in the thesis and the accuracy of all calculations in the project.

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123. The student writes the explanatory text by hand, in ink. Its content should correspond to the diploma assignment; pages should be numbered; there should be an index, and numbered feetnetes for courses of references.

As a rule, drawings are made in pencil and supplied with appropriate captions. Drawings (charts) should strictly correspond to regulations of the Technical Directorate and GOST-s in size, writing and legends.

- 124. The completed and signed diplems work (project) must be handed in by the student to the supervisor. Thereafter, no corrections or additions to the text or drawings will be permitted.
- 125. After looking through the submitted work, the director signs the text and drawings and together with his written comments the student's work is then presented to the Boad of the Chair.

When verifying students' work the supervisor carefully checks the literacy of the text, student's knowledge of technical terminelogy and observance of technical requirements (specifications) in drawings.

126. The Head of the Chair, after looking through a student's work and noting the supervisor's remarks, has to decide whether a student will be admitted to defend his thesis. The Head signs the project (theme) and passes it on to the State Examining Commission (G.E.K.).

If the Head of the Chair does not consider that a student should be admitted to defend his themis (tactical exercise), the question is discussed at the meeting of the Chair which passes a notivated resolution on the reasons for refusing student's admission. The minutes of the Chair's meeting are then submitted, through the Facalty Heads, to the Chief of the Academy for approval.

- 137. A diplems work which the Head of the Chair finds acceptable for defence by student, is passed to the State Examination Commission (GEE) not later than 5 days before the date of defence. A written comment by the supervisor and a review should be appended.
- 128. The reviewers of diploma work should be specialists, not on the staff of the Chair which supervised the diploma project (theme), or specialists of other Righer Schools (VUX) and educational establishments.

Lists of reviewers should be approved by the Chairman of the State Examination Commission and published in orders issued by the Chief of the Academy.

130. The student should familiarize himself with the review of his diploma work prior to the meeting of the State Examination:Commission.

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STUDENTS' SCIENTIFIC RESEARCH WORK

- 130. Students' participation in scientific research work and scientific groups organized by the Chair is voluntary. It serves as an additional type of independent (individual) work, recommended to students. It is defined in special instructions on scientific research activities and the work of scientific societies for students.
- 131. Students' scientific research work sims to deepen their flaggeledge of special scholects; to have them sequire the ability to de independent scientific research and experimenting.

Scientific research executed by students, especially on senior courses, must tie in with the scientific research of the Chair. Subjects for scientific research must be chosen in such a manner that they should be completed, if possible, during the period of attending courses or, at least, not later than during the following semester. Individual diploma work of students can be followed through as a development of their preceding scientific work. The scientific work of students attending junior courses should be directed mainly toward sociological, tactical, fire and general educational subjects.

132. Chairs must use students' scientific research work for training future scientific cadres (staff) according to specialities and conduct experimental research in abjects enmarked for scientific research work of the Chair, by accumulating material.

Laboratories of Chairs are obliged to render technical aid to students who are performing their scientific research work.

At their meetings, Chairs will listen to rejorts about the work of scientific groups (circles) and the best research work done by students. On application of the Chair, the latter should be brought forward for discussion at Faculty and Academy scientific conferences.

At the end of each academic year Heads of Chairs will present a report to higher authorities on the nature, quality and quantity of scientific research works executed by students and their utilization.

C. CONTROL OF THE TRAINING PROCESS

- 133. Control over progress in the training process includes a verification of instruction and instruction-methodological work by the professorial-instructor staff as well as the checking of students' work. It serves the following purpose:
 - ascertaining coordination between the material actually taught during the curriculum and the calendar working plan;
 - checking the ideological theoretical standard of the curriculum;
 - ensuring all necessary material aids and equipment.
 - finding the best ways and methods of instruction and methodology for Chairs, as well as individual teachers, in order to emulate and spread their experience;

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- rendering assistance to instructors for raising the standard of the curriculum;
- verifying the implementation of organizational measures for assuring independent (individual) work by students,
- checking the adequacy of work done by students with current material.

134. Control over training (study) and mthedical work of the professorial - instructing shift is carried out by way of control visits in classes by the Academy Command and Heads of Faculties (VAIK), by efficers from the Training Dept., Faculties or Chairs: - collective visits at instruction time in classes held by individual immtructors by the personnel of a Chair, as well as complex verification of work executed by Chairs through commissions appointed by the Chief of the Academy of Faculty Heads.

Control over the work of students is carried out in the process of conducting all types of training exercises and consultations. By nears of:

- personal observation of instructors and superiors at all levels, supervising students' training;
- visits of the supervisory staff during instruction;
- conferences on the result of verification of individual assignments (homework) and class work.

CONTROL CARRIED OUT BY SENIOR (SUPERVISORY) STAFF

135. In addition to the opatrol and the supervision of the quality of training, exercised by the Chief of the Academy and his deputies, control is also maintained in the fields of study and political training by Faculty Beads and their deputies; by the Chief of the Training Dept. and his deputies; by Beads of Chairs and their deputies; by senior instructors and senior officers of the training section.

136. Control is carried out at the personal discretion of the person in charge or by a control plan. Heads of Chairs and their deputies are obliged to visit lectures of every instructor not less than twice per senseter and, whenever necessary, must make such inspections more often to render assistance to individual teachers.

137. During control visits main attention should be paid to the following:

- content and method of explanations given on study material;
- material equipment for training and the quality of visual aids and instruments;
- coordination between the instruction and the timetable, the calendar plan, study-programs and the methods memorandum for for the course;
- the state of military and academic discipline of students.

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138. The results of each control visit during instruction periods, examinations, tests, should be recorded in the control legbook within the next two days. The control legbook in the only document giving an account of the control inspections to the activities by the authorised personnel previously listed in paragraph 135.

Control legbooks are kept by the Chair and should be made available whenever demanded by persons enumerated in paragraph 135 is order to make further entries.

- 139. Persons checking training must mark the degree to which directives on the organization of the training process are being carried out, both on the part of instructors and students. Should serious violations (breaches) be noticed in the course of lectures (exercises, examinations, tests) in the organization of the training process, (i.e. unpreparedness of an instructor, lack of discipline, etc.) the controlling person must not only make an entry in the log-book, but should also report this infringement to his immediate superior; the latter according to scale of scalority, will report it to the Chief of the Academy or his Deputy.
- 140. The Head of the Chair must see that the instructor, whose training class was checked, is advised about the remarks entered in the legbook, not later than 2 days after the entry was made in the journal; he must issue directives to the instructor to eliminate shortcomings, analyze the remarks of the controlling staff and discuss them at meetings of the Chair, once or twice per memester.

Whenever remarks of particular importance appear in the control logbook, concerning the principle foundation of content or method of conducting courses, discussions must be carried out immediately. It is recommended that persons who make inspectious should personally let instructors know about their training evaluation and attentively consider the instructors' point of view in the matter.

- 141. Apart from individual control visits during training, the directing staff should organise:
 - collective study visits by the entire staff of a Chair, or by groups of instructors of a Chair, to be organized by the Head of the Chair, no less than ence a month.
 - Complex verification of work carried out by Chairs by academic or faculty commissions.

This last type of control is carried out by order of the Chief of the Academy or Faculty Read. The findings of the commission are approved by the Chief of the Academy and, on his instructions, are discussed at meetings of the Academy Council or Faculty Council.

143. On the first of each menth centrel legbooks should be submitted to the Training Dept. for analysis of entries centained therein, with a subsequent report to the Chief of the Academy.

CLASS CONTROL WORK AND QUESTIONNING DURING LECTURES

143. Class centrel tests are organised in order to check the degree of assimilation of current study material by students. Control work is carried out in the form of written answers to questions, or solutions of problems within the scope of theoretical instruction already covered.

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Remarks:

Control work for subjects on which less than 50 lectures were given is not planned unless this is the only way to verify the progress made on this subject (where no exams or tests are foreseen).

The amount and periods for control work are specified by the teaching place, programs and time-table.

Students who are unable to master the material assigned as control work should work through the relevant parts of the subject once more and then write the centrol-work ever. They will be given an oral test by the instructor, held during hours alletted to students for independent work, upon arrangement with the instructor. During semesters there should be at least a 3 day pause between class control-work, seminars and written tests.

All control-work should be finished not later than a week before the beginning of an examination session in a particular training section.

The total number of control tests on a subject should not exceed two per senester.

144. Control questionning of students at lectures is one of the methods for checking the student's degree of preparedness for a given lecture.

During the question period it becomes apparent whether students have understood the essence of the basic explanation made during previous lectures. Questionning is done at the discretion of the lecturer giving a course.

EXAMINATIONS AND WRITTEN TESTS

- 145. The degree of students' knowledge is determined:
 - during oral examinations and in written tests, on subjects which were covered in the course of a training year or a semester, according to study plan;
 - (2) by ability of student to defend his diploma projects (work).

The verification of a student's knowledge in each subject within the scope of the yearly (or semester) course is carried out during examinations which are held in special time allotted for this purpose by training plan - during examination sessions.

Examinations and written tests are the only means of judging the degree to which a student has assimilated the training material.

145. The list of examinations and written tests on subjects is defined in the training plan. The number of examinations in one examination session should not exceed 4 or 5; and no more than 6 written tests per semester, in all subjects and types of exercises.

Not later than 2 months before the beginning of the examination session, the tuition staff of Faculties, under the guidance of the Training Section, works out a timetable for oral examinations and written tests which is adhered to during the examination session. Whenever possible, when this timetable is compiled, the students' preferences as to the sequence of exams within each session should be given consideration. The number of days allotted for reviewing and systematization of material before each examination are determined in the training plan. The intervals between examinations should be no less than 3-4 days.

The timetable for examinations and written tests is approved by the Chief of the Academy, and made known to students and instructors, not later than a month before the beginning of a session. Changes in an approved examination schedule can only be made by permission of the Chief of the Academy.

- 147. Students are admitted to examinations on condition that they have passed all written tests, handed in all homework and exercises specified by training plan for a particular semester. Whenever there is sufficient reason, Faculty Heads have the right to admit students to an examination session without their having submitted one or two test papers on subjects for which no oral examinations are specified. In such cases the surrendering of written test papers can be postponed (transferred) until the period of the examination session.
- 148. In individual cases it is permissible to allow examinations and surrendering written test papers shead of schedule. Permission to held examinations and submit test papers shead of time for an entire training section can only be granted by the Chief of the Academy or his Deputy for scientific and training work, following a motivated application by Faculty Heads. Requests for examinations and tests to be held earlier than scheduled are submitted by order of seniority to the Chief of the Academy, before the time table for the examination session is drawn up.

Individual permission to take exams earlier than scheduled, without being freed from current training, can be granted by Faculty Heads only to students showing excellent marks and making good progress. These examination paper should be signed personally by the Faculty Head in such cases.

149. By decision of the Chair, examinations can be oral or written. Oral examinations can be held, also by the Chair's decision, either based on questions (on cards, which students draw), approved by the Chair, or without cards. In these cases the Chair adopts the method of procedure necessary for each subject, by special arrangement.

An examination card should include 2-3 questions on various parts (chapters) of the curriculum, compiled in such a manner that each can be answered in 20-30 minutes.

It is forbidden to acquaint students before examinations with questions included in examination cards. Students must prepare for exams on the basis of the curriculum.



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150. Order in which examinations are held:

- (1) The student reports his presence to attend the examination (Working of the report should be: "Comrade Colonel, Capt. Ivanov is present to attend the examination on tactics!";
- (2) After reporting the student choses one of the examination cards plying on the table, (or is assigned eral questions by the examining efficer); the student them states his number (of the card) and prepares to give answers at the blackboard.

Student can prepare his answers at a separate table, in writing, on paper. The student gives the answers only at the blackboard, on which he writes out the required conclusions, calculations and draws charts. Not more than 45 minutes are allowed for preparing an answer.

(3) After his preparatory work is completed, the student reports on his readiness to give an answer and, with the instructor's permission, he then proceeds to answer the questions.

The student's assure to a written questionnaire, if he did not digress from the question, should not be interrupted. The student should be given the pessibility to elucidate orally we his answers during 30-30 minutes, explaining the answers to all questions of the card.

151. An instructor has the right to suggest to the student that an eral explanation is not necessary, if the material has been fully covered on the blackboard; after separate questions to make the answers more precise, the instructor can suggest that the student continue with the next question.

Or-the instructor can fully encuse the student from giving a detailed oral answer if he is convinced of the thoroughness of student's knowledge.

After completion of student's answer on the basic questions, the instructor can, if he finds it necessary, ask supplementary questions in order to check the student's knowledge on parts of the course not covered by the main questions; also ask details on the essence of the whole question; after which the instructor states his evaluation and enters the marks on the examination paper and into the report book of the student.

Remarks:

- Persons enumerated en paragraph 135 and the senior efficer
 ef a course as well as any instructor, have the right to be
 present during an examination, by permission of the Head of
 the relevant Chair, apart from the examining efficer and
 students taking the examination,
- If the Chief of the Academy should be present at an examination, or his Deputy, or the Faculty Head or his Deputy, or Chiefs of the Training Dgt. and Deputies, the question period ceases after their permission has been requested.

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Lay person enumerated on paragraph 135 has the right to question students during exams, apart from the examining officer.

 The instructor make for the student's report book, after he has announced his evaluation (awarded marks). Unsatisfactory marks are only entered in the examination paper.

102. The person who examines a student carries the full, personal responsibility for awarding correct marks. It is his duty to demand a high standard of knowledge from students.

The student must show particularly therough and accurate understanding of the physical side of a phenomenon (the essence of it) and skill to adapt theoretical understanding to the solution of practical problems

Any kind of endeavour, no matter on whose part, to use direct or indirect influence on an examining officer, to make him change his evaluation (narks) will be coasidered as a gravest inffingement of military discipline.

Any such eccurrences should immediately be reported to the Chief of the Academy.

An instructor's examination marks are not subject to any verification.

- 153. The examining is usually done by teachers who have conducted the course in a certain training section. Examinations on complex subjects, where lectures were read by several instructors, are held with their participation, but only one grade is awarded.
- 164. If more than 15 students are attending one training section: it is permissible to assist the examining officer (lecturer) by drawing in other instructors, who conduct practical exercises related to that course or who read an analogous (in other sections). In such cases it is the chief examining officer who gives the grades to students.

A replacement of the chief (basic) examining efficer is only permissible in exceptional cases, through the Chief of the Academy or his Deputy for scientific-instruction work.

155. The marking of a student's knowledge during an exam, as well as when defending his thesis or giving an oral account of his drawings, is done according to a 4-point system, i.e. "excellent", "good", "satisfactory", "unsatisfactory".

It is not permitted to give grades by any other legend or in figures.

156. As a rule, apart from the examining efficers and persons enumerated on paragraph 135, only 2-3 students are present in the class-room, who have already drawn their examination cards.



- 157. It is forbidden to make use of any other questionnaires for an examination than the original study-programs. The extent of the knowledge required of a student during his exam is determined by this program. It is permissible to use the study-program during an examination.
- 158. When answering questions at the examination, it is forbidden to use summaries (precis). The Head of the Chair can give the examining instructor initial reference formulae and data on questions which are connected with complicated mathematical equations. The list of such formulae, approved by the Head of the Training Dept., must be made known to students 2 weeks before the beginning of an examination session.
- 159. In the case of particularly weighty reasons, if the instructor agrees to it, a student can obtain permission to be re-examined on a subject in which he failed to obtain satisfactory marks, during the same examination session, providing the student actually has occasion to prepare himself for a remat examination.

Permission to repeat an exam must be given, in every individual case, by the Chief of the Academy upon motivated application by the Faculty Head.

When a student is given unsatisfactory marks during the repeat examination, he can only pass another examination by permission of the Chief of the Academy, upon application by the Faculty Head.

161. A student who receives more than 2 unsatisfactory marks in one examination session should be expelled from the academy for failure to meet the requirements.

When there are special valid reasons, after the spring exam session, a student can be left to attend the same course for a second year. After the autumn session he may be allowed to continue his studies, under obligation to pass, during a period of 1 month, the subjects in which he previously failed.

162. Tests can be either on the otheoretical or on the practical part of the course; they are either written or oral. No special time is allowed for practical exercises.

Tests on the course-theory are carried out during the semester, or during the examination session. Tests planned for the period of the examination session are included in the examination time table and special time is allocated for them. Tests during semesters are planned in the instruction timetable and in the graphic chart of study control; they are carried out during hours of semester training, including the hours of students' independent work.

As a result of tests the instructor must become convinced that a student has thoroughly mastered the program questions dealt with during the tests.

163. If a student works systematically during the entire semester (shows that he regularly works through lecture material, successfully does his home-work, control work and compulsory practical assignments in the prescribed period of time takes active part in seminars, etc.) the instructor has the right to give his evaluation without additional questionning.

In such cases the decision to allow student to be exempt from a general question period (test) is announced by the instructor during the last lecture on the subject.

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164. Grades on laboratory test work are given after the student has carried out all assignments according to program, on the basis of submitted test work and instructor's observations on the results of work in the course of its execution.

165. Oral tests are conducted in the form of a talk (15-20 minutes) without handing out special cards.

Students whe do not pass tests in the practical exercises of a course, prescribed by the study plan, are not eligible for the examination on that subject.

166. Tests en practical exercises are conducted by instructors who were in charge of practical instruction. The examining instructor, enters "Record Test" in the student's report book, or gives a mark according to the 4 point system. The list of subjects (lecture courses, course projects, practical work, production practice, basic laboratory practice) on which test marks should be given according to the 4 point marking system, is specified by the Council of the Academy or Faculty Councils.

167. Semester tests in fereign languages can be carried out in the form of written work or eral questioning at the last instruction periods of a semester.

Students who fail to complete all home assignments in a foreign language and do not cover the norms for independent reading or translations, will not be admitted to semester tests.

168. Drawing tests consist of looking through work executed by students throughout the semester and asking questions related to same. During a test supplementary check drawings may be assigned to students.

The marking is done according to the 4 point system. Test marks are taken into account together with all other marks. In the case of unsatisfactory marks the Head of the Chair has to decide whether a student must do supplementary work (drawings) or can be admitted to repeat his test on the badis of his previous drawings.

- 169. When written work is evaluated, the instructor must take into account the literacy of presentation, accuracy (neatness) and correctness. Work which correctly conveys the specialized content of a subject, but is presented with grammatical errors or with faults in graphic presentation, cannot be marked as being "satisfactory". Work which shows flagrant grammatical errors, is written in a slipshod style, ungrammatically, negligently in the graphic execution or dirty, must be marked "unsatisfactory".
- 170. The evaluation of the total results of training during each sensater should be brought up for discussion at Academy Councils or Faculty Councils.

DEFENSE OF DIFLOMA WORK (THESIS)

- 171. The defense of diploma projects (work) terminates the training of students.
- 172. In order to be admitted to defend diploma work (thesis) students must have fulfilled all the requirements of the training plan.



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Admission to defend diploma projects (thesis) is ensounced by order of the Chief of the Academy.

- 173. The defence of diploma work (thesis) is carried out according to time table specified by the State Examination Commission.
- 174. The State Examining Commission takes ever (handles) diploma work (thesis) according to regulations laid down for the duration of one training year.
- 175. 5 days before the beginning of diplous work defense, the following documents (apart from those enumerated on page 127) should be submitted to the State Examining Commission:
 - an order by the Chief of the Academy, admitting the student to defend his diploma project (thesis);
 - student's report cards showing that he has completed the training course and the grades received during semester and yearly examinations;
 - appendices to the diplems work;

The appended sheet to the diploma work submitted to the commission, should contain the fixed marks on each subject, ever the entire training period. The question of how a mark (for what sensater) is to be entered in the appendix sheet to the diploma work, is to be decided by the Chair. This decision is announced by order of the Chief of the Adademy.

176. The student is allowed 45 minutes to defind his diploma work (thesis).

After the report and student's answers to questions, which members of the State Examining Commission may ask him, with permission of the Chairman, an opinion (comment) and review is passed (by the members of the commission) and a discussion is held on the diploma work. All those present during the thosis defense can participate in this discussion.

After the discussion, the student gives the concluding speech.

The supervisor of the diploma project is present at the defense of the diploma work. It is also permissible for the professorial instructor staff of the Academy to be present.

- 177. Should a student, for some valid reason, not appear to defend his diploma work (thesis) the Chairman of the Mannining Commission has the right to appeint another time for the defense, but only within the period of that particular session of the State Mannining Commission.
- 178. The State Examining Commission (Sub-Commission) marks diploma work (projects) according to a 4 point system: "excellent", "good", "satisfactory", "unsatisfactory".
- 179. The results of a student's defense of his diplems work (project) is discussed at a closed session of the State Examining Commission (Sub-Commission). If necessary, the Chairman of the State Examining Commission can invite reviewers, superviseds of diplems projects

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and Heads of Chairs to be present at the closed session of the Examining Commission.

Decisions on the evaluation (marks) to be given in every subject or the defense of a diploma thesis, are taken at the State Examining Commission closed session by means of simple majority of votes. If the votes fall even, then the vote of the Chairman is decisive.

If the defense of a diploma work (thesis) is done in Sub-Commissions, their decisions are subject to analysis and approval by the State Examining Commission.

Results of diploma work (thesis) defense are made known to students after they have been approved by the State Examining Commission.

180. Students who have fulfilled all requirements of the training plan and deended their diploma work (project) receive a diploma stating that they have graduated from the Academy, showing their qualification.

Students who have defended their diploma work (thesis) with "excellent" results and have no less than 75% excellent and 25% "good" marks, are issued a diploma With Distinction."

Students who have fulfilled all requirements of the training plan and passed course examinations foreseen in the study plan, and defended their diplema work (themis) with distinction, are awarded a gold medal and their names are engraved on the marble board of honor of the Academy.

181. Students who failed to defend their diplems work (thesis) successfully are separated from the Academy by order of the Ministry of Defense, U.S.S.R., but have the right to repeat the defense of their diplems work (thesis) during one of the sessions held within 2 years from the day their name has been struck off the students list of the Academy.

The question about a second defense of a thesis, or the execution of a project on some ther subject, is to be decided in each case by a special decree of the State Examining Commission.

- 182. Should a student movive unsatisfactory grades during a repetitive defense of his diploma project (thesis), the officials listed in paragraph 181 will issue him a certificate of subjects on which examinations were passed according to training plan, instead of a diploma.
- 183. Students' complaints on questions concerning the defense of their diploma work (thesis, project) will be analyzed by the Chairman of the State Examining Commission. Decisions on these, must be taken before the termination of work by the State Examining Commission, during the current examination session.
- 184. After the end of diploma work (projects) defense by students, the State Examining Commission must held a conclusive meeting on the basis of the minutes of previous meetings and those of sub-commissions and reach a final decision on each diploma award to

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a student; on the qualification which he was given; on the award of gold medals and on issuing certificates to students who failed to defend their diploma work (thesis) successfully. The total work of the Commission must be summarized.

The final decision should be then signed by the Chairman, his Deputies, members of the State Examining Commission and serves as a basis on which graduation diplomas from the Academy are issued.

125. The Chief of the Academy announces the order issued by the Einister of Defense, U.S.S.R on the graduation of a student from the Academy and hands the diploma to the graduating students, which are made out according to specified form; be also hands out decorations (breast plates) and gold medals to graduates of the Academy.

A graduation diploms from the Academy bears the signature of: the Chairman of the State Examining Commission, the Chief of the Academy and Head of the Training Dept.

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CHAPTER II

INSTRUCTIONS TO CHAIRS AND THE ACADEMY

PROFESSORIAL TEACHING STAFF

186. Fork which is carried out by the professorial instructing staff of the Academy and by persons directing training-administrative personnel of the Academy, is considered to be an honorary duty, a sign of special trust and advancement in service.

187. All persons who are members of the teaching staff must educate students in the spirit of Soviet patriotism, limit-less devotion to the Socialist Fatherland and to the cause of the Communist Farty (KPSS).

During the period of instruction the teacher is the students' commander (C.C.) and carries full responsibility for discipline and order in the auditorium.

- 188. Each lecturer (teacher) should carefully prepare himself for all types of training (tuition) by using all existing facilities, such as study rooms and laboratories of the Academy, to ensure visual aids for his lectures and a high standard of tuition.
- 189. When carrying out various types of training, during exsminations and tests, it is the duty of an instructor to demand a high standard of knowledge from the students without permitting any digressions or deviations from the requirements set by the study program and in the training plan.
- 180. An instructor must know whether students are equipped with all necessary textbooks, manuals and aids required for his subject. It is his duty to provide students with normal conditions, suitable to carry out independent (individual) work.
- 191. An instructor bears full personal responsibility for the ideological trend, scientific and technical standard of his instruction; keeping in step with modern science and Technology, material equipment and graphic clarity of his curriculum.

He must:

- carry out training instruction with his students and regular staff on a high ideological theoretical and methodological level, constantly advocating and explaining decisions of the Soviet Communist Party, and the government of the Soviet Union;
- actively participate in all methodological, scientific research and literary activities of the Chair;

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- constantly perfect his own ideological theoretical and specialized training, his organizational and methodological skill:
- carefully prepare every lecture (exercise);
- educate the feeling of Soviet patriotism in students, of pride in the achievements of Soviet science by skillful and enlightened explanation of the current state of Soviet and foreign science and technology, pointing out the positive sides of the latter in the interest of reasonable (sensible) utilization of foreign achievements;
- educate students to the appreciation of the fact that their training work (studies) is their main official duty; that a high standard of education can only be ensured by systematic, independent (individual) work during the entire scholastic year;
- develop in students the drive for active, creative work; give them assistance in mastering course material, draw them into the work of science clubs.
- 192. In case of necessity, in order to ensure that subjects are well assimilated by students, the Heads of Chairs can appoint instruction staffs in each Faculty, and also appoint leaders to this staff.

THE CHAIR

193. The Chair is an organization of professorial instructing staff of the Academy, united according to the scientific - technical community of subjects taught and specialization of the collaborators. The Chair implements the ideological - theoretical, educational, instruction-methodological and scientific research instruction in all training subjects and specialities entering into (belonging to) the sphere of its competence.

Depending on the type, character and the activities of a Chair, these can be ensured by the use of one or several laboratries (studies) which are part of the organization.

A Chair is headed by its Chief (Head), to whom the entire Chair staff is subordinate, including laboratory personnel. The Head of the Chair supervises and organizes the entire official activity of subordinate military personnel, in accordance with regulations of the Soviet Army. The official duties of workers and employees are determined by labor laws.

In his entire work, the Head (Chief) of the Chair should be guided by regulations laid down by the Central Committee, Communist Party and Council of Kinisters U.S.S.R.; orders and directives issued by the Minister for the Defense and Kinister for Senior Education, U.S.S.R., relevant to a Higher Educational Establishment.

All basic questions dealing with educational, instructionmethodological and scientific-research work of the Chair as whole, and related to persons who are members of its professorial instructing staff, post-graduates of military colleges, lab-workers, (when these questions do not require operational intervention on the part of the Head of the Chair) must be decided by the Chair as a collective body, a collective guiding organization in charge of a definite

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type of work, under the Chairmanship of the Head (Chief) of the Chair. Decisions related to training are carried at Chair meetings, after general, unrestricted discussion and voting by a majority of voices have taken place. The right of a decisive vote at Chair conferences is held by members of other Chairs invited to such meetings, belonging to the professorial-instructing staff, heads of laboratories and the scientific secretary of a Chair. The right to voice an advisory opinion is held by post-graduates invited to the Chair's meeting, as well as laboratory staff and heads (chiefs) of courses.

Should the Head of a Chair not agree with the decisions of the Chair, he will report the minutes of the meeting within the shortest possible time limit to his immediate superior, after which a resolution will be passed in writing by the latter. When differences of opinion occur on questions of principle, the decision must be reached by the Chief of the Academy or his Deputy on educational and scientific work, (in case of Chairs dealing with Social Science, by the Chief of the Political Section)

194. General Academic Chairs cover the majority of general subjects for most Faculties, and are subordinate to the Deputy Chief of the Academy for educational-instruction work.

Faculty Chairs cover special and most characteristic subjects of a given Faculty, such as general-technical and general-scientific subjects; they are subordinate to the Faculty Head.

- 195. The Chair is responsible for:
 - the ideological political education of its instructors and the rasing of their scientific and pedogogic qualifications;
 - the education of students in the process of their training in subjects covered by the Chair;
 - all types of instruction given on subjects of the Chair;
 - scientific-research, rationalization and inventors' work in special subjects of the Chair;
 - supervision of scientific-research work and students' scientific technical group (circle) work;
 - compiling textbooks, manuals, visual mids, lecture summaries and all other training and technical literature on the Chair's subjects;
 - development of methodological material related to courses being given;
 - working out all necessary material ensuring the training process and scientific research work (manuscripts, lectures, tactical exercises, examination papers, diploma thesises, subjects for rationalization and inventors' work, etc.);
 - systematic control over and discussions of progress and results of educational and scientific-research work carried out by the Chair, laboratories and students.

The Chair is the centre of methodology and should regularly, not

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less than once a month, discuss methods of instruction at its meetings.

The following type (form) of methodological work is recommended for the Chair:-

- Set up and discussion of scientific reports on questions of teaching methods most applicable to the Chair's subjects.
- Discussion of reports on the general structure of a course, the method of presentation dealing with questions of principle in a program, in working calendar plans, on various subjects.
- Discussion of methods to carry out separate types of exercises and contents of methodological documents.
- Grawing up and discussing training programs and participation in working out study plans.
- Visual instruction and practical exercises to be personally carried out by the Head of the Chair, his Deputy and Senior Instructors, best qualified in methodological respect.
- The presentation of control exercises by young (junior) instructors; separate lectures on key questions of a course; introductory and conclusive lectures, before these are read to students.
- Collective visits during instruction made by members of the Chair's staff or other (related) Chars, with subsequent discussions of same.
- Discussion of questions on the organization and implementation of independent (individual) work by students; methods for supervising scientific-research work executed by them.
- Discussion of the results of individual (separate) subjects based on reports ande by instructors and material gathered from control work and collective visits during training.
- 15. . Defore the beginning of a training year, or at the start of every semester, Chairs should organize regular meetings for the purpose of discussing the outcome of educational-methodological work of the Chair for the semester or academic year; the immediate problems in the coming semester (or year) and decisions to be taken in order to ensure successful training in the coming term.

Moreover it is recommended that Chairs which organize tactical exercises in encampment should hold methodical meetings before the start of camp training.

197. As a rule, Chair meetings are open and instructors on related subjects are also invited to attend; this is left to the discretion of the Read of the Cher, who can also invite students to these meetings.

IC.. The Chair's work is carried out according to a plan, drawn up for each semester. The working plan is discussed at the Chair's uneting and approved:





- for Social Science Chairs by the Chief of the Political Department:
- for general academic Chairs by the Deputy Chief of the Academy i/c of training;
- for Faculty Chairs by the Heads of Faculties.

The plan must be submitted for approval not later than in the 2nd week of the first semester (covering the 1st semester) and a week before the beginning of the second semester (for the 2nd semester).

199. Each meeting of the Chair is recorded in minutes. To write the minutes the Head of the Chair appoints a secretary of the Chair, chesen from the instructor staff or amongst the engineering laboratory staff. The minutes are signed by the Head of the Chair and the secretary.

The results of meetings held by Faculty (course) collective personnel are entered into a leghook; a short report of the meeting is given, indicating the question under discussion and the decision taken. The leghook is signed by the head of the Faculty (course) personnel.

LABORATORIES (Training)

200. The laboratory is part of the Chair; it provides necessary conditions for the implementation of practical training (work) executed by students and scientific - research work carried out by the professorial - teaching staff and students.

Laboratory staff is responsible for the following:

- ensuring adequate laboratory, course and diploma work, demonstration instruction and students' independent (individual) work;
- ensuring practical exercises and tests with training aids, instruments, models of weapons and equipment;
- ensuring scientific-research work by instructors, post-graduates and students;
- providing necessary visual aids and experiments to illustrate lectures;
- propaganda on the priority of Russian and Soviet scientists; achievements of native and foreign science and technology;
- preparation, storing and repairing (maintenance of) visual aids;
- designing, develoing and ordering new apparatuses for training and scientific-research work by the Chair and students.

201. Laboratory personnel is subordinate to the Head (Chief) of the laboratory.

The Laboratory Head (Chief) is responsible for lab work carried out by students and scientific-research done by instructors, post-

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graduates and students; for the maintenance and perfect working condition of laboratory equipment; for raising the qualification of his subordinates; for the standard of political educational work and discipline of the entire laboratory staff.

202. It is the duty of the laboratory flead to fully develop and encourage creative and inventive thinking of his subordinates, for the purpose of ensuring a high standard of training and scientific-research work on the part of lastructors, post-graduates and students. He must make timely expenditure estimates, submit applications (requisitions) for the acquisition of essential equipment and for its repair.

Study Rooms

203. Chairs which do not require laboratory work for completion of their training process and scientific research, have study rooms as part of their organization.

20%. Study rooms are used for facilitating independent (individual) work carried out by instructors and students. The personnel of the study rooms is responsible for:

- collection, preparation and storing material for training and scientific research work of the Chair;
- providing lectures with necessary visual sids;
- propaganda dealing with the priority of Russian and Sotlet scientific achievements; of foreign science and technology.

Special working places are allocated to students in the study rooms giving them the opportunity to do their independent work by using aigs which are available.

The activities of the study rooms are directed the Chief (director) to whom all study room personnel is subordinate.

HEAD (DIRECTOR) OF THE CHAIR

201: The flead (Director) of the Chair is directly subordinate to the Deputy Chief of the Academy in charge of training or of the political section, or to the Faculty Head and is the immediate superior of instructors, post-graduates and laboratory personnel (or study room). He bears the responsibility for the state of ideological, educational, methodological and scientific-research work carried out by the Chair and laboratory (study room); for the military and instruction discipling as well as for the choice of the Chair and laboratory (study room) personnel.

20d. The Head (Director) of the Chair is fully responsible for the

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quality of curriculum in all subjects covered by his Chair; for the standard and time limits in which scientific-research work is carried out, as well as for training programs, textbooks, exercises assigned, aids used. He is responsible for the work of the Chair as a whole and that of each instructor and post-graduate in particular.

- 207. The duties of a Head (Director) of the Chair are as follows:
 - to implement personal training with students and his staff, first of all by giving lecture courses in at least one of the subjects covered by the Chair;
 - to participate in the work of the Academy Council and sections of the Academy Council;
 - to hold meetings of the Chair;
 - to take part in drawing up the training plan for the Academy;
 - to organize and direct work in order to raise the ideological, scientific, instruction-methodological and technical qualifications of the entire staff of the Chair and laboratory (study room);
 - to direct, control and take part personally (an an author), in scientific research of the Chair, writing textbooks, compiling visual aids and lecture summaries for subjects covered by his Chair:
 - to choose (appoint) the staff of the Chair and Laboratory working under him;
 - to distribute instruction assignments amongst the lecturers of the Chair and control the manner in which training is being executed; to approve individual working plans of instructors;
 - to ensure systematic control over the quality of instruction, production practice and work done by post-graduates;
 - to draw up (compile) and direct the study programs on subjects covered by his Chair;
 - ~ to organize scientific circles (groups) and scientific research work for students in subjects of the Chair;
 - give testimonials on the personnel of the Chair;
 - take appropriate measures to ensure necessary material technical equipment of laboratories (study rooms); make out estimates expenditure evaluations for necessary laboratory (study rooms) equipment and the spending of allocated funds;
 - determine the time in which textbooks should be written and published, and visual aids obtained, for subjects covered by his Chair;
 - submit applications to the Training Dept. for additional library literature;

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- subsit reports on training and scientific work carried out;
- to check, approve, and submit (not later than the bib of each subsequent month) logbooks giving an account of work carried out by instructors employed in the Academy on the basis of hourly pay, forwarding the logbook to the Training Department of the Academy through the training section of the corresponding faculty.

DEPUTY HEAD OF THE CHAIR

200. The Deputy Head (Deputy Director) of the Chair is the immediate superior of the entire staff (personnel) of the Chair.

The scope of the Deputy Head's (D. Director's) duties is determined by the sphere of duties of the Head (Director) of the Chair. He should be the chief lecturer in no less than one subject taught by the Chair.

- 200. Apart from personal participation in the pedagogical, scientific-research and literary activities of the Chair he (the Deputy Head) is in charac of separate branches of the Chair's work assigned to him by the Head (Director) of the Chair.
- Plo. Then one Chair covers several scientific and technical branches, the Deputy Head of the Chair takes charge of one of these and is responsible to the Head (Director) of the Chair for the methodological, scientific-research and literary execution of work of which he is in charge.

PROFESSOR, READER, SENIOR INSTRUCTOR

- Fil. Apart from the general duties enumerated in para 101, Professor Docent or senior instructors can be given an assignment to direct (supervise) a group of teachers (collective staff) of a course or a Faculty. It is their duty to instruct teachers lecturing under their supervision, to control their work with students and issue instructions on questions related to coordinating course lectures with practical exercises and laboratory work.
- 212. Their duties also include the choice of practical exercises (lactical assignments); working out and verifying class and homework laid down in approved study programs; they compile test papers for the course; develop and control the preparation of visual aids and submit the necessary material for analysis and approval to the Head of the Chair.
- 213. Trofessors, decents and senior instructors must draw up a working calendar plan for their personal use, check that the lecturing staff has a calendar plan for each subject and verify execution of these working plane.

They are responsible to the Head of the Chair for the work of the staff of which they are in charge.

INCTRUCTOR, LECTURER

214. The instructor (lecturer) can work under direct guidance of the Head of theChair, or under a Professor, desent or senior instructor.

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- 215. Instructors who held scientific degrees will be permitted to read (give) lecture courses and, in such cases, (apart from the general duties enumerated in para 191) they can be assigned duties to centrol the work of teachers in charge of practical exercises and to work out documents covering the training course which they lecture on.
- 216. Instructors who do not hold scientific degrees will carry out practical exercises and laboratory work. They must have a thorough, extensive knowledge of the entire material which has been explained to students during lectures, so that they can work with students during practical exercises in a manner to ensure students' conscious assimilation of practical methods by which they can make use of theoretical knowledge acquired at lectures.

A practical instructor must conduct systematic observations of the independent work executed by students to ascertain their degree of comprehension and coverage of study material; if the instructor notices that a student is lagging behind, he must immediately report this to the lecturer (senior member of the teaching staff), inform the C.C. of the course and take appropriate measures to render individual assistance to students who are not making progress. Instances which show a certain degree of urgency, causing serious apprehensions as to the degree of preparedness of a student, should be reported to the Faculty Head.

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CHAPTER III

COUNCIL OF THE ACADEMY, FACULTY COUNCILS,

AND SECTIONS OF THE ACADEMY COUNCIL

217. The Academy Council is a body approved by orders of the Minister of Senior Education and Minister of the Defense, U.S.S.R.; it is an organ which decides questions related to the defense of dissertations and conferring scientific degrees and academic ranks, within their plenary powers; it is also an advisory body on all other questions pertinent to training, instruction - methodological, organizational, scientific research and literary work. Chairman of the Council is the Chief of the Academy. The Council works according to a yearly plan, approved by the Chief of the Academy.

- 218. The functions of the Council of the Academy are as follows:
 - --to discuss academic problems resulting from decisions of the Party and Government; to analyze questions about the degree of preparedness of specialists graduating from the Academy; of political instructors; of training and scientific research work accomplished in the Academ);
 - to consider training plans;
 - to analyze the final results of training and scientific research carried out by the Academy and the work of the Military scientific society of students;
 - to consider scientific-methodological questions and the generalization of working experiences of the Academy, Faculty and Chairs;
 - to consider plans for the scientific research work of the Academy;
 - to consider plans for publishing textbooks and training aids;
 - to discuss nost important textbooks (manuals) and scientific research work;
 - to analyze (review) individual plans for training post-graduates;
 to appoint scientific directors and opponents (for dissertations);
 - to discuss and recommend candidates for promotions to scientific rank of Professor, Docent and Senior Scientific Fellow;
 - to accept candidates' dissertations to be defended for an M.A. in Science, and for the degree of Dr. of Technical Sciences, within the plenary rights entrusted to the Council of the Academy. To approve decisions reached by Faculty Councile; to confer M.A. degrees in Technical Science; (candidate degree)
 - to analyze (review) and present outstanding works for the award of V.I. Lenin's premiums; to consider and recommend candidates for the honorary status of "Meritorious Worker of Science and Technology", as well as becoming active members and associatemembers of the Academy of Sciences, U.S.S.R.;

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- to conduct scientific discussions on most important questions of technology and science;
- to consider candidates as replacement of members serving on the professorial instructors staff, in accordance with the associations.

219. Academy Council decisions are adopted by open voting done by members of the Council, for conferring academic ranks and scientific degrees, Recommendations for appointments (or degrees) and acceptance of candidates on the professorial-instructors' staff after competitions, is carried out by closed ballet.

The decisions of the Academy Council on all questions, except conferring ranks of Prefessor, Decent and Senior Collaborator in Science, and conferring an academic degree of Doctor of Science, become effective (come into effect) after being approved by the Chief of the Academy.

230. The Scientific Secretary of the Academy Council is appointed by choosing one of the members of the Professorial educational staff. He carries out the entire work of planning, preparing Council meetings, verifying the implementation of Council's decisions; putting into efficial form the material pertaining to all meetings of the Council and directing secretaries of Faculty Councils.

221. Faculty Councils carry out work analogous to that of Academy Councils, within their own plenary rights. The Faculty Head is the Chairman of the Faculty Council.

The Council is responsible for preparing and analyzing training and scientific research questions pertinent to that particular Faculty; preparing for the defense of dissertations for the Science degree of M.A. Sc. (*) Numbers of the Faculty Council are approved by order of the Minister for Higher Education, U.S.S.R. The Chairman of the Faculty Council is fully responsible for the work of the Souncil and reports to the Deputy Chief of the Academy in charge of training and to the Chairman of the Academy Council, resolutions and recommendations of the Council. The Chairman has the right to draw essential specialists into the activities of the Council, chosen amongst members of the professorial-instructor staff of the Academy, even though they may not be members of the Faculty Councils.

- 222. The following duties are imposed on the Faculty, pertinent to the organizations and training process:
 - analyzing projects for a newly devised study plan and Faculty programs working out recommendations on same;
 - discussion of the contents of future textbooks and manuscripts for latter;
 - study and generalization of experience obtained in scientificmethodological work of Chairs;
 - discussion on the state and results of training, scientific methodological and scientific research work of the Faculty, during semesters and the academic year.

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- 223. The Faculty Council carries out its work according to a plan approved by the Chief of the Academy. Minutes are kept of all Council meetings.
- 224. The scientific secretary of the Faculty Council is appointed by the Faculty Head, chosen amongst members of the professorial instructor staff of Chairs of a given Faculty, without exempting him of his main duties in the Academy, according to the position he occupies on the staff.
- 225. Decisions of the Faculty Council on all questions, except conforring scientific degrees, are taken by open voting. Conforring the degree of Candidate (M.A.) of Technical Sciences is carried out by closed ballot.

Decisions of the Council, reached on all questions (except conferring science degrees), become effective after being confirmed (approved) by the Faculty Head.

- 226. Sections of Academy Councils are permanently acting bodies, whose task it is to prepare questions dealing with training, scientific, methodological and scientific research work, handled by sections of the Chair.
- 227. The staff for each section is defined by order of the Chief of the Academy. The head of a section is responsible for the work of that section and reports to the Council on resolutions and recommendations of that section. He has the right to recruit (draw in) specialists necessary for the work of the section, from the instructing staff of the Academy, even though they may not be members of that Council or section.
- 228. For the purpose of working out submissions (proposals) on individual, important questions ensuring the training process, or scientific research work on specialities not entering into permanent functions of a Council section, temporary council sections may be created by order of the Chief of the Academy.
- 226. The following duties are entrusted to a council section pertinent to the supply and organization of training;
 - to consider the project of a training plan in specialized aubjects of the section and work out recommendations on the numerical and methodical sequence of subjects to be covered within that section;
 - (2) to analyze projects for study programs developed by Chairs and draw conclusions on their content, according to the instruction aims of the Academy and up-to-date state of science and technology; to ensure coordination between volume of study material and number of hours allocated to a subject in the training plan; to eliminate duplication and fit in questions on similar subjects;
 - (3) summarizing the experience in methodological work carried out by related Chairs, by means of discussions at meetings, covering:

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- reports on methods of conducting separate types of instruction;
- reports read by Heads of Chairs about the state (condition) of methodological work and results of control by the Chair;
- reports on experience in pedagogical work by individual, best qualified instructors;
- discussion on textbook plans and their manuscripts;
- questions pertaining to the organization of students' independent (individual) work;
- analysis of the development and results of separate scientific research work; compiling manuals and training sids.

230. Sections carry out their work according to plan, approved by the Depty Chief of the Academy in charge of scientific work and training.

Minutes are kept of all section meetings.

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CHAPTER IV

TRAINING OF SCIENTIFIC PEDAGOGICAL STAFF

AND RAISING QUALIFICATIONS OF PERMANENT STAFF

POST GRADUATES OF MILITARY COLLEGES

231. Post graduate work at the Academy is the basic type of preparation (training) for scientific - pedagogical staff.

Generals and officers of the Soviet Army are admitted for post graduate work in accordance with regulations regarding post graduates at Higher Military Training Establishments.

The Academy includes post graduates who attend personally, (not by correspondence). Generals admitted for post graduation work should not be older than 40 years; officers up to 35 years of age; they must have completed their senior (higher) education; should have done no less than 2 years practical work after graduating from a senior (higher) education establishment in subjects chosen as their acientific speciality and must have shown aptitude for scientific research and pedagogical activity.

Enrollment for post graduate work immediately after graduating from an Academy can only be permitted in exceptional cases, on theoretical subjects, by recommendation of the Academy Council, for persons who have shown outstanding aptitude for scientific pedagogical work in the armed forces, organizations and installations of the Soviet Army, prior to attending the Academy over a period of at least 2 years.

A list of special subjects in which a post graduate can be accepted immediately after graduating from the Academy should be confirmed (approved) by the Commander-in-Chief of Land Forces.

232. Acceptance of post graduate candidates is carried out from April 1st to October 1st; for applicants who are being recommended for post graduate work in the same year, during periods coordinated with the graduation time of students.

An acceptance commission is formed for the purpose of admitting candidates to post graduate work, under the Chairmanship of the Chief of the Academy or his Beputy for Scientific work and Training.

Immediate and active participation in the personal choice of candidates for post graduate work is entrusted to Heads of Chairs and scientific directors.

233. All candidates for post graduate work will pass competitive admission examinations, within the scope of the Academy training courses, in one specialized subject, the history of the Communist Party and one foreign language. The admission examination in the specialized subject must procede other exams. It is not permissible to repeat examinations (in case of failure).

Admission to these examinations will be granted to persons who received positive reviews of their scientific work and dissertations.

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s who have previously passed candidate examinations will a

Persons who have previously passed candidate examinations will not be exempt from admission exams for post graduate work.

Acceptance for admission examinations will be supervised by a special commission, appointed by the Chief of the Academy.

234. Time limits for the training of a post-graduate will be laid down individually, depending on the standard of his training - but no longer than 3 years.

His training begins officially from the moment of announcement that he has been accepted for post graduate work, by order of the Chief of the Academy.

235. Heads of Chairs and scientific directors are responsible for the training of post graduates.

The responsibility for executing an individual plan and for the quality of his scientific work, lies with the post graduate himself.

The Training Department carried out (provides) theoretical, pedagogical and production - training for post graduates and effects control over the execution of their individual plans.

The Scientific Research Dept. ensures and carries out control over scientific (dissertation) work of post graduates.

236. The basic training method for post graduates is their independent (individual, eriginal) work.

For the purpose of rendering assistance in the execution of scientific research on a chosen subject, a scientific director (advisor) is appointed for each post graduate, by order of the Chief of the Academy, selected amongst the Doctors of Science and Professors of the Academy.

Remark:

In separate cases and as an exception, a Candidate of Science (M.A.) or an Assistant Prof. can be appointed scientific director (advisor) to a post graduate; or in the case of Hilitary Science a general or officer who has extensive pedagogical experience in a particular speciality.

- 237. The duties of a scientific director (advisor) are as follows:
 - to direct the compilation of an individual study plan by the post graduate and to control its execution;
 - to direct the selection of subjects for scientific work, the choice of essential material and supervise the execution of scientific research and pedagogical work of a post graduate;
 - to control and direct independent (individual) preparations of a post graduate for examinations for his Candidate (M.A.) degree;

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Special attention should be paid to the development of the post graduate's capacity (aptitude) to conduct creative, independent research.

At the end of each academic year the scientific director (advisor) must write a scientific character testimonial on each post graduate, in which he includes his aptitude, degree of preparedness for scientific research, pedagogical work and execution of the yearly plan. This testimonial should be confirmed (approved) by the Head of the Chair.

After completion of the training time allocated to each post graduate for his preparations, certification is (recommendations are) written about the post graduate, submitted for consideration at the meeting of the Chair and approved by the Chief of the Academy.

238. The preparation (training) of each post graduate is carried out according to an individual plan approved for the entire period of his post graduate work. An individual plan for post graduate training must include the following type of work with the indication of time limits in which they should be carried out:

- increase of theoretical knowledge in a specialized subject and related subjects, by usans of independent study of natire and world-wide literature, by attending lectures and participation in seminars;
- specialized and affiliated work in laboratories, scientific research institutes and at production installations;
- study of literature on MARXIST-Lemist theories:
- perfection in one foreign language;
- study of additional (affiliated, related) subjects, on which the post graduate should submit a report to the Chair, report to his director (advisor) or write a test;
- pedagogical or production practice;
- working out 2-3 lectures, writing reports and papers (essay);
- participation in the work of the Chair;
- writing scientific work and preparing same for publication.

Time limits are indicated in the plan for the execution of each type of work and the time of final report on the results of scientific work to the Chair and before a Science Council.

The individual plan and subject for the scientific work of a post graduate student should both be discussed at the Chair's meeting; coordinated by the Head of the Chair for consideration at the Faculty meeting (Council of the Academy).

The plan and subject (theme) of the scientific research work must be confirmed (approved) by the Deputy Chief of the Academy in charge

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of science and training no later than 3-4 months after the admission of a post graduate .

239. The scientific work of a post graduate can be part of a large planned scientific training program developed by the Chair, the content of which must allow the post graduate to prepare his dissertation during the time of his post graduate work.

Scientific work of a post graduate is included in the Academic plan of science training and financed by funds alletted for the scientific work of the Academy.

- 240. The post-graduate must pass 4 "Candidate" (N.A.) examinations; in the subject which is his basic (main) speciality; in a special subject chosen as the theme (subject) of his graduating work; in dialectic and historical materialism; in one of the foreign languages being studed. The time limits for passing these exams are indicated in the individual plan.
- 241. The enumeration of special subjects and programs for the Candidate (M.A.) examinations should be worked out by the Chairs, discussed at Faculty Council meetings and submitted for approval to the Commanding Officer of the Altillery (Artillery Commander).
- 242. Candidate (M.A.) examinations are held before commissions appeinted by The Chief of the Academy for each subject; the commission should consisted a chairman and 2 members chosen amongst qualified scientists (Professors or Assists: t Profs.).

REMARK:

By order of the Academy Chief additional staff and other specialists can be called in to serve on an examining commission.

- 243. The pedagogical training of a post graduate is carried out during the entire period of his post graduate work. It includes:-
 - independent study of literature on pedagogy;
 - attending instruction carried out by the Head of the Chair, the scientific director and other instructors;
 - working out and explaining (presenting) to students a short individual (original) course of 6-10 hrs. and conducting practical exercises and laboratory work for 50-70 hours, over the total training period;
 - participation in the methodological work of the Chair.

REMARK:

When undergoing Commander training, post graduates can be released from Marxist-Louist studies as well as training in specialized subjects mentioned in the plan.

244. A post graduate is included in (a member of) the staff of a Chair. He is subordinate to the Head of that Chair and has the same right to use all its equipment, laboratories, the study room, libraries etc. as all the other members of the professorial instructing staff.

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Feriodically, (no less than twice a year) a post graduate a should render account of his execution of the assigned training plan, at the meeting of the Chair,

240. It is forbidden to call upon post graduates to do work which is not connected with the execution of their individual plan, or to assign them pedagogical duties in excess to the prescribed norm.

Each time they are called upon to do pedagogical work, it should be based on a report submitted by the Head of the Chair in charge and an order issued by the Chief of the Academy.

This. Tersons who are considered to have completed their post graduate work are those who have executed the individual plan assigned to them and received a positive evaluation of their scientific work, the results of which have been reported to the Faculty Council, the Council of the Academy or at a scientific conference,

A post graduate can present a dissertation for defense, which has been prepared on the basis of successfully executed scientific work.

A certificate is issued to persons who have completed their post graduate work of standardized type, according to an established form.

247. A person doing post graduate work, who did not complete his individual plan in the time allocated for its execution without while reasons, will be struck off the list (struck off strength).

COMBAND TRAINING

24c. Command (Commander) training is an official duty of every general and officer of the Academy. It has the aim of increasing the political, military and special knowledge of military personnel.

Command training Includes:

- MARKIST-LENINIET training;
- operational and tectical training;
- military-technical training;
- physical training.

An integral part of Commander Training, as means of raising the qualifications of Academy personnel, also includes methodological work of the Chair and technical training of laboratory staff.

The Chief of the Academy exercises seneral authority over Command (er) training; in units - the C.C. and sub-unit commanders.

24f. The basic (main) method for command (er) training is independent (individual) work with program material. To help independent work, lockures seminare and practical exercises are organized; attendance is compulsory for all generals and officers.

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250. Command (or) training is organized on an overall Academy scale, in Faculties, Chairs and in sections, on days specified in orders issued by the Chief of the Academy.

The training Department is responsible for the planning and organization of Command (or) training on a general academic scale. The organization of studies by general academy groups is done by the Training Dept; for Faculties and Chair groups - by Faculties and Chairs.

251. The plan for Command (or) training is drawn up by the Training Dept. at the end of each calendar year, based on an order by the Minister of Defense, U.S.S.R., the directives of the General Staff (H.Q.) and the Chief of the Main Political Directorate of the Soviet Army; orders issued by the Artillery Commander of the Soviet Army and instructions of the Chief of the Academy.

The plan is signed by the Deputy Chief of the Academy in charge of scientific work and training; it is approved by the Chief of the Academy.

252. On the basis of the overall (general) academy plan, Heads of Faculties and Departments, work out plans for Command (er) training in their own sections.

Plans drawn up by Faculty and Dept. Heads must include the following, apart from training executed on a general academic scale:

- -- subjects for tactical and special training of interest for specialized knowledge of Facility (Dept.) officers;
- study of battle equipment;
- scientific reports on the speciality of the Faculty and individual Chairs.
- 253. Programs for Command (er) training are worked out by Chairs according to the general plan for Command (er) training and approved by the Deputy Chief of the Academy in charge of scientific work and training (for subjects taught on a general academic scale) or by the Faculty Head (for subjects lying within the scope of the Faculty or the Chair).
- If it becomes necessary for a Faculty (Dept.) to develop programs including Chairs which are not subordinate to that Faculty, such programs should be worked out on the basis of orders issued by the Deputy Chief of the Academy in Charge of scientific work and training.
- 254. Command (er) training exercises pursue the objective not enly to give information according to program, but also to point out the most expedient way of conducting exercises from the point of New of methods, explaining the training.

All exercises (lectures) in Command (er) training must, at the same time, be exemplary exercises by which the entire training staff will benefit. Bearing this im mind, the most experienced and best qualified instructors should be appointed.

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255. To carry out tactical (practice) exercises the entire Academic Officer personnel is divided into groups, according to the positions they hold, their education and experience.

For physical training exercises, generals and officers are divided into groups corresponding to their age and state of health. P.T. is carried out according to a special program

- 256. Command (er) training is organized so as to last the whole working day. On that day no visitors are admitted to Faculties, in Dopts and Chairs. The entire officer personnel, free from lectures by time table, trains in groups or individually.
- 257. A person in charge (group leader) is appointed to each group, whose duty it is to record the attendance and pass any necessary information to the group members.

The attendance journals (logbooks) of Faculty Chairs are kept in the training section of each Faculty; those of general-academic Chairs and Depts. - in their respective training section.

Information on attendance (showing the presence or absence) is handed in by group leaders on the day of exercises to the Chief of the Training Dept. of the appropriate Faculty (for Faculty training groups) or to the General Academy training section (for general academic Chairs and Depts.).

255. The C.C. training groups checks the reasons for absence on the part of Faculty Officers and reports about them to the Faculty heads; he makes a summarized report on training groups by 10:00 hours of the next day, to the Training Dept. The same type of information is also supplied to the Training Dept by the heads of general academic Chairs and Depts.

The Training Dept. summarizes all information received and by 15:00 hours of the day following the day of Command (er) training (exercises) the complete report on attendance is submitted to the Chief of the Academy.

The responsibility for the organization of Command (er) training and attendance lies on the C.C. training unit (Heads of Faculties, Chairs, Bepts.).

250. After completion of the program prescribed for Command (er) training, tests which are foreseen in the training program must be written.

Such tests must also be written by officers who were unable to attend exercises, because of performing training duties with students.

260. At the end of the year, Faculty and Dept. Heads submit a report to the Chief of the Academy through the Training Dept. on the Command (er) Training.

This report should include:

- the degree to which the plan was carried out;
- degree to which program was mastered: questions which were sufficiently covered and those which require additional work;
- attendance; main reasons for absence; measures that were taken;

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- suggestions (wishes) for the organization of future Command (er) training exercise.
The Training Dept. makes up a report on the basis of those submitted by units (subsections) and available control material covering the entire Academy, and submits it to the Chief of the Academy through his Deputy in charge of training.
In separate instances interim reports can be submitted within established time limits.
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CHAPTER V

SERVICE OF ACADEMY STUDENTS

261. The number of students attending the Academy is recruited (admitted, replenished) according to the regulations for acceptance in Higher Military Educational Establishments, approved by the Minister for the Defense, U.S.S.R.

The enrollment of military personnel as students in the Academy is to be considered as an expression of particular trust and encouragement in the services.

262. Officers serving in all branches of the armed forces can be admitted as students, providing they are not over 27 years old, have completed their secondary education, are in fit physical condition for active service in the Soviet Army and for training in the Academy; if they have been given positive certification in the service, have served as officers no less than 2 years and have successfully passed their entrance examinations.

Officers who finished (graduated from) Technical Colleges (Tekhnikum) or other equal secondary special training (vocational) schools, can be admitted to the Academy as having completed their secondary education.

Officers who have a technical education and had practical experience in work which is the Academy's speciality, will be given preference - all other prerequisites being equal.

Cfficers who have not completed their senior (higher) education are admitted on usual terms.

The age and experience of candidates for enrollment are defined as per the 1st of September of the year they enlist in the Academy.

- 263. To prepare candidates for the admission examinations, the Training Dept. Londs out programs of entrance exams to Headquarters of Mil. Districts, not later than the 15th of November.
- 264. Candidates who have been admitted to entrance examinations are given 30 days leave to prepare for the exams.

By decision of higher authorities 30 day study meetings can be held for the purpose of preparing candidates at the Academy. Such study meetings (conferences) are organized so as to finish before the beginning of examinations.

Candidates are sent to these preliminary training meetings for examinations, when called (sent for) by the Academy.

265. At preliminary selections in Military Districts, and also when arriving at the Academy candidates for enrollment into the Academy (students) must submit one of the following documents to prove that they have completed their secondary education: the original graduation (school-leaving) certificate bearing the official stamp of the rayon section of national education, or the original school-leaving certificate of a Technicum.

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Without the original of either of these documents, candidates cannot be admitted to entrance examinations.

REMARKS:

- Should there be persons appearing before the preliminary selection committee who have not yet completed their 10 year schooling but will have completed some before the date of entrance exams, they can be accepted as candidates, on condition that they must show their school-leaving certificate upon arrival at the Academy.
- 2. In exceptional cases it is permissible to submit duplicates of documents on education, providing they are written out on special forms assigned for a specific educational establishment and certified by appropriate, official stamps and signatures.
- 266. Upon arrival of candidate students at the Academy, the Faculty Head and his Deputy for Political Training must personally have a talk with each candidate, check all their documents and assign them to one of the assembly training sections in which they will write their competitive admission (entrance) examinations. The document showing that candidate has completed his secondary education is taken away from him and kept in the Faculty until the end of examinations and decisions of the mandatory commission. Persons who have not passed their entrance exams will receive the documents back, whereas those belonging to successful candidates will be appended to their personal file.
- 267. The organization of entrance examinations (time table, selection of teachers, compilations of assignments, etc.) is the duty of the Training Department who report their suggestions to the Deputy Chief of the Academy in charge of training, for confirmation by the Chief of the Academy.
- 266. Oral entrance examinations are carried out on each subject by commissions consisting of no less than 2 examining officers, appointed by the Chief of the Academy from best qualified instructors.
- 260. The results of entrance exams are marked as follows:
 - "excellent", "good", "satisfactory", "unsatisfactory".
- 270. Upon completion of entrance examinations all candidatures of prospective students are considered at a meeting of the mandatory commission of the Academy presided by the Chief of the Academy.

The mandatory commission decides the question of enrollment in the Academy on the basis of political evaluation and other qualifications of a student, as well as the knowledge he showed at the entrance competitive examinations.

Chosen candidates are then enrolled by order of the Chief of the Academy.

271. The order of their enrollment in the Academy is made known to students, communicated to the personnel section of relevant military

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districts and serves as a basis for striking these candidates off strongth in their unit lists.

Candidates who are not accepted are sent back to their previous services.

272. Officers who have enrolled as Academy students are distributed (sllocated) to training sections by decision of the Faculty Head.

A training section consists of up to 30 members and is a basic training unit.

REMARK: Specialized training units who have a smaller number of students may be formed according to available staff.

An officer in charge of each training section is appointed from (amongst) students of that section.

Training sections are amalgamated into courses, with a Chief (head) of the course, in charge.

- 273. In order to conduct lectures in subjects which are identical for a course pertinent to several Faculties, or several specialities, courses can be combined into "streams" (groups). The composition of a "stream" is laid down by the Training Dept. in accordance with the availability of lecturers and capacity of lecture halls. In all instructing staff, the Training Department should plan general lectures in largest possible "streams" (groups) whose numbers, spart from the aforementioned reasons, should be determined according to the nature of the course and material needed for demonstration purposes.
- 274. The training section is the basic unit for conducting practical training. The division of a training section into sub-sections numbering 12-15 students is only done for laboratory work and separate groups exercises in tactics, fire and drafting.

When teaching a foreign language it is permissible to divide sections into sub-groups of S-10 persons. During laboratory work connected with the use of explosives and other dangerous material, sub-groups are formed of S-10 students.

- 275. The main official duties of Academy students consist of a high-standard execution of requirements included in the training plan and study programs.
- 270. The transfer of students from one course to another is done by order of the Chief of the Academy. Students entitled to a transfer are those who have passed all examinations indicated in the training plan and tests, with marks not below "satisfactory" evaluation.

Appropriate military ranks are conferred on officer students on the bass of "Regulations on military training for officers, generals and admirals of the Soviet Army and Navy."

277. A student can be struck off strength (expelled) from the Academy for failure to make progress upon certification (for lack of discipline, low moral standard, etc.) or by reasons of ill-health.

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273. Catching up on training duties must be done by students according to time limits indicated in paragraphs 160, 161. Then a student receives ansatisfactory marks during spring examinations he can be conditionally transferred to the following course. The question of further training is then decided after the beginning of the new academic training year.

When valid reasons can be given for lagging behind on a course, it may be possible, by decision of the Chief of the Academy, to allow the student to catch up on the training he failed in, within supplementary time limits; in individual cases a student may be left to repeat his training in the same course.

27f. Students who remain on the same course for a second year by decision of the Chief of the Academy can be released from repeating training and passing examinations in those subjects in which they were previously given "excellent" or "good" marks.

250. Students who successfully carry out all the requirements of the training plan and have defended their dissertation, as pointed out in paragraphs 124-129, are given a diploma stating that they have graduated from the Academy with the qualification of an Artillery Augineer in a certain speciality.

The graduation exercises take place by order of the Whister of perense. The Chief of the Academy hands out diplomas to graduating students as well as breast plates which are laid down for Higher Education Establishments (VUZ) of the Soviet Army.

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- study programs

- time tables

The class logbook (journal) is the document which gives an account of students' attendance during instruction, indicating the amount of work done and sequence in which every subject of the plan has been attended to.

THE TRAINING PLAN

232. The training plan is the basic document defining and planning the training process followed in the Academy. It contains initial data pertaining to the organization, planning and execution of all types of training in the Academy, it gives a definition of specialization, qualifications and training time limits for students of the Academy. It includes an enumeration of all subjects taught, their sequence, syllabus per semester and courses; the volume covered by subject in hours and division by type of training, as well as the number and nature of production practical work, phases and camp training.

The training plan defines the duration of tuition weeks, semesters, examination sessions, camp exercises, production practice, the number of examinations, tests, course projects, control work and home assignments.

The entire work of Faculties, Chairs, departments, sections and services of the Academy must be carried out according to (subordinate to) the training plan.

233. Training plans are developed by relevant Faculties, together with the Training Dept. of the Academy, separately for each special subject and specialization, in accordance with the approved structure (set up) of the Academy.

Criginal data for developing the training plan (general contents, chart of the training process, network of tuition hours for general subjects of all Faculties) must be approved by the Chief of the Academy and handed to the Training Department which passes them on to Faculties. The Training Department coordinates and controls the course of training plan development within the scale of the Academy.

234. Projects related to training plans pertinent to special subjects are discussed at Faculty Council meetings and Academy Councils; they should be signed by the Chief of the Academy, Deputy Chief of the Academy in charge of scientific work and training, by the Chief of the Training Dept., the Faculty Head, and subsitted, (not later than 3 months before the beginning of the academic year) for approval to the Artillery Commander of the Soviet Army.

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Intermediary training plans are worked out in accordance with the normal plan; projects for such plans are discussed at Faculty Councils, signed by the Chief of the Training Dept., the Faculty Head and heads of the Faculty training section.

A training plan should not be altered without permission of the person who approved it.

TUITION PROGRAMS

285. Tuition (instruction) programs are basic documents for organizing tuition and methodical work of Chairs. They define the number and content of subjects covered in the training plan.

236. Tuition (instruction) programs are worked out in accordance with the overall training plan and the standard of students' degree of preparedness.

287. The content of programs must answer decisions of the Central Committee, Communist Party and the Council of Ministers, USBR and standard of work oin Higher Education Institutions. They must always show the leading role of the C.P. of theSeviet Union and the Soviet government in the development of science and technology, as well as the latest achievements of Soviet and foreign science and technology, ensuring that these questions are organically linked with the presentation of the entire study material.

285. As a mle, a single standardized program is worked out for analogous courses which only differ slightly in the time during which they are covered. Such programs stipulate which parts of the course can be emitted in one or the other special subject or specialization, or indicate the time distribution, by subject, separately for each speciality.

When there is a big difference in hours, two or several tuition programs are worked out: one for the complete (main) course and others for shortened (brief) courses.

289. When programs are drawn up it is essential to consider related courses to exclude duplication, parallel instruction and to ensure succession in the training of students.

290. Programs are compiled (set up) according to one form acceptable for the Academy and must contain the basic key points of the course, without superflueus details.

- 291. The program should be drawn up in following sequence:
 - introduction:
 - subject content with subdivision into parts (chapters); enumeration of points covered within the limits of the program;
 - conclusion;
 - production practice (practical training);
 - the course project (test work), indicating the title, volume in hours and material which will be presented to students for the test;

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- laboratory work, with an indication of titles and time, in hours, allotted for each:
- control class work with an indication of parts (sections) of the program in which they will be held;
- home assignments (homework) with an indication of program sections to which they are relevant and the time necessary for executing each;
- textbooks and training aids, indicating authors' names and initials; giving full titles, publisher's name and year of publication;
- a table (chart) dividing the time according to sections and type of training.

292. Program plans which are worked out, should be discussed at Chair meetings and sections of the Council of the Academy and considered at Faculty council meetings.

The Training Department coordinates and centrels the course of work when instruction programs are compiled in all subjects of the training plan.

293. Pregrams are signed by the Head of the Chair, Yaculty Head to which the Chair is subordinate and the Head of the Faculty in whose special subjects the course is read. All the $_{50\times1-\text{HUM}}$ carry full responsibility for the content of tuition pregrams, volume and coordination with the general training plan.

Programs which have been worked out and set up in appropriate form, are then submitted by the Training Dept. to the Deputy Chief of the Academy in charge of scientific work and training for confirmation and to the Chief of the Academy for approval.

REMARK:

Special programs on particular instructions must be submitted approval to the Deputy Minister of Defense or to the Artillery Commander.

294. On the basis of compiled programs, after instruction time tables have been drawn up, calendar working-plans are worked out showing the instruction on individual subjects during current semesters, for each separate course (training section).

A calendar plan is the instructor's working document in which there is a more detailed syllabus than in programs, pointing out all questions which will be explained to students in each 2 hour tultion period (in some cases during 4 hour periods).

Calendar plans are analyzed at meetings of the Chair and approved by the Head of the Chair. One copy of the plan is kept by the instructor, the other in the files of the Chair.

INSTRUCTION METHOD NOTES

295. For the purpose of acquiring and generalizing experience in methods of instruction and working out a most efficient method of lecturing on a course, the Chairs will work out special method notes

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(instructions) when developing instruction programs. Method notes (directives) should be worked out on all subjects. Particular attention should be paid to work out such notes for subjects (courses) in which the Chair has not yet had a great deal of experience.

Method notes (directives on methods of instruction) are a working document for the Chair; the instructions and recommendations contained therein serve as directives for all instructors of that Chair.

A method note should be small in size and encompass the most important questions of principle in the methods of instruction used to present a course, as well as short organization-methodical information on conducting all types of training foreseen in the program.

As the material accumulates, so does the experience in methods of instruction; the notes (directives) should consequently become more perfect.

296. The most experienced instructors (lecturers) should be called upon to compile instruction method notes.

Nethod notes are discussed by the Chair and signed by the Head of the Chair.

TRAINING TIME-TABLE

297. The training time-table is a document which regulates the organization of training (instruction of) Academy students.

All types of instruction with students by the professorial instructing staff are carried out according to time-table.

The training time-table is drawn up for each semester and for the period of camp training. It must ensure a methodically correct structure of the training process in all subjects and contribute to the correct organization of students' independent (individual) work.

The number of hours allocated to a subject and the way in which they are distributed throughout the time-table are foreseen in the everall training plan.

298. The instruction time-table is compiled by the C.O. and senior efficers of training sections in Faculties, under the supervision of Faculty Heads, on the basis of training plans, orders of the day, programs, with consideration for the Chair's wishes, expressed for every current semester. The chiefs (heads) of courses are also called upon to work on time-table compilation.

The Academy Training Dept., on the basis of instructions issued by the Chief of the Academy and his Deputy in charge of scientific work and training, coordinates and controls the implementation of the training plan requirements, programs and methodical sequence of instruction.

295. The following order should be adhered to when drawing up a time-table:

(1) The training section circulates extracts from the training plan for the next training year (semester) amongst Heads of Chairs, not later than 3 months before the beginning of the year (or semester).

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- (2) The Head of a Chair puts down in writing the distribution of lecturers (instructors) for each course and training section, and sends this information to the Training Dept. of the Academy for the coming semester, not later than 3 months before the beginning of the semester; he fills in the sequence in which subjects will be covered during that semester (sequence of lectures and practical exercises); he indicates times at which home assignments will be issued (after which lecture or tactical exercise), their duration in hours; the time at which class control work will take place; he expresses his personal wishes on the time_table compilation. Documents which are presented by the Head of the Chair for drawing up a time_table, are considered (analyzed) and stamped by the Chief of the Training Dept., whereupon no changes can be made in these documents without consent given by the Chief of the Training Dept.
- (3) The Training Dept. lays down the general set up (outlines) of a time-table (such as combined "streams" or groups of Faculties, days and hours when laboratories will be particularly busy, etc.) after which Faculty training sections work out the time allocation for each particular course (training section).
- (4) In the process of drawing up a time_table, it should be checked and coordinated with Heads of Chairs, directors of Faculty staff and by individual instructors.
- 300. The main attention, when drawing up time_tables, should be directed toward correct methodical organization of training (order of lectures alternating with practical exercises within the correct rotation of subjects and order of the day) and their sequence to cover material included in related (similar) courses.

The distribution of subjects which include class control work and homework (individual assignments) seminars and written tests in every semester, must be done in such a way that there should be a break between each one of these types of instruction, of at least 3 days.

When time-tables are drawn up, it is essential to leave 2 days per week free of instruction, for all members of the teaching staff conducting scientific research work.

301. The time-table, after being signed by the Head of the Faculty training section and Chief of the Academy Training Dept., should be checked by the Deputy Chief of the Academy in charge of scientific work and training, subsequently approved by the Chief of the Academy. Without permission granted by the Chief of the Academy no changes are permissible in a time-table.

Originals of time-tables are kept in the Training Dept. for 5 years; copies - by the training section of Faculties.

302. After the time-table has been approved, the Faculty training sections send out an individual syllabus and chart to each instructor.



Each instructor must check his individual time-table (chart) with the general time-table kept in the training section of the faculty, have it stamped by (literal translation: "get a visa from") the Chief of the training section, to prove that he has verified his own chart with the Faculty time-table and sign the latter.

It is the responsibility of the training section of the Faculty, to inform all instructors on time, of any changes which may have been entered in the (general) time-table, after werification of same by the instructor.

303. Students are informed of their time-table, for each class, through extracts which cover each justruction week.

Time-tables for each coming week must be placed on the notice board before the end of each current tuition week.

304. During the period in which instruction time-tables are compiled, training sections also draw up special tables showing control work and homework (individual assignments) which are passed to each student by his course leader during the first week of instruction in each semester.

CLASS LOGBCOKS

305. A class logbook (diary) is kept in each training section and is the basic document to record attendance of students at lectures and also a method to check the volume of work covered according to instruction programs (calendar plans) for each subject of the training plan.

It is on the basis of information contained in class logbooks that conclusions are reached on the manner Chairs have carried out their programs (calendar plans) for a definite period of time.

306. The class logbook should be lept in the training section of the faculty. The Commander (head) of the training section is given the logbook before the instruction starts and hands it back after the instruction has finished.

The responsibility for correct entries in a class logbook lies on:

- the commander (head) of a training section in matters relevant to keeping record of students' attendance of lectures;
- the instructors who conduct classes in that training section with respect to the proper execution of the training program (calendar plan).

When an instructor enters the subject he lectured on into the log-book, it is his duty to always make a clear statement of the exact point at which he ceased instructing; should he be absent the next day, the replacing instructor should be able to take up the subject matter where it was left off, without having to seek additional information.

307. The control of class logbooks ensuring the correctness of entries is the duty of:

- course directors (Chiefs). oace every week;
- Heads of training sections, once every month;
- Faculty heads, in accordance with their personal planno less than once every semester.

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CHAPTER VII

INSTRUCTIONS ON INTERNAL DISCIPLINE DURING TRAINING HOURS

308. The order of the day is laid down by order of the Chief of the Academy. By the beginning of instruction (prior to the bell) all students should be at their assigned places in the auditorium and/or laboratories.

The instructor should enter the auditorium (class) immediately after the bell rings.

It is categorically forbidden to call students and instructors away from their training periods to do any type of work not forseen in the time-table, under any pretext, without special permission granted by the Chief of the Academy.

Time allocated in the order of the day for students' independent (individual) work must be used for that purpose, as indicated.

309. It is forbidden to keep back students after the bell has sounded at the end of the instruction period. Any announcements, information, etc. to students should be made either before the start of the first lecture or after training hours.

Breaks between instruction periods must be exclusively used for rest. It is forbidden to leave the auditorium shead of the instructor, or without his permission.

- 310. Every instance when instruction does not take place, cases of replacement of one instruction (training) by another type, late arrival, absence or replacement of an instructor, should be personally reported by the Facity Head to the Chief of the Academy or his Deputy in charge of scientific work and training; or by the head of a training section to the Chief of the Academy Training Dept.
- 311. When an instructor (lecturer) enters the auditorium the Sr. officer (leader) of a training section gives the command: "Comrade officers!" Then he reports to the instructor. (Example of such a report: Comrade Colonel! (or Comrade Professor!"). The second course of the 3rd Faculty is assembled for instruction in mathematics. Section-Leader (Sr. officer) of the 321st training section Capt. Petrov reporting."

If a Sr. Officer (Chief) enters the auditorium with the instructor, the report is addressed to the latter.

- 312. If several training sections are assembled in the auditorium (lecture hall) the report is made by the section leader (head) who is senior in military rank. In mixed groups ("streams") the Senior Officer is appointed by order of the Chief of the Academy, upon recommendation by the Head of the Academy Training Dept.
- 313. During students' independent work, or during consultations, written tests and examination, the Chief of the Academy, Deputy Chiefs of the Academy, Faculty Heads, Chief of the Training Dept., Heads of Chairs and their Deputies as well as senior directors may be present, in which case the instructor (or section leader) gives the command: "Commande Officers"! and then reports to the senior officer.

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(As example of such a report: "Comrade Celemel! The 2nd course of the 1st Faculty is present at the consultation on theory of shooting (fire). Instructor Col. Petrov reporting". Or else: "Comrade Celemel!' The 41th training section is engaged in individual training

If the instructor is not a number of the Armed Forces, the Section leader (Sr. Officer of the section) will give his command: "Comrades Offices", to the Sr. Officer present, whereupon the instructor will introduce himself to the students and explain the subject of the lecture (or exercise).

314. It is categorically forbidden to enter the auditorium (class) after the beginning of the training period (after the bell).

work. Section-leader Capt. Ivanov reporting".

It is not permissible to call students or the instructor out of the auditorium.

All persons who enjoy the right to control (inspect) the training, will enter the auditorium at the same time as the instructor; the senior person walking ahead. In such cases the report is made to the person holding the senior pest, or, in scases of equal positions to the person holding the highest military rank.

The section head (Commander) of a training unit given his command and reports to the C.O. of the course, if the instructor is not the Head of the Chair or his Deputy and does not held a rank below that of the C.O. of the Course, or when the person who has the right to control (inspect) the training instruction is absent.

- 315. During work in laboratories or in workshops, when carrying out a course project or diploma work, the students are not called to attention; and the leader or the training section head makes his report. Example: "Cour::Col.: the 211th training section is in process of executing laboratory work in physics. Section leader Sn/Lt. Siderov reporting".
- 316. In each training section a daily duty officer is appointed, chosen amongst students; it is his responsibility to see that the auditorium (class) is prepared for the forthcoming training period (equipped with chalk; blackboard wiped clean, etc.).

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CHAPTER VIII

PRIVILEGES AND DUTIES OF OFFICIAL PERSONS

AND DIRECTING BODIES WHEN SUPERVISING THE TRAINING PROCESS

317. The Chief of the Academy and his Deputies in charge of scientific work, military training and political education are the senior (immediate) directors; they lead the training process at the Academy.

TRAINING DEPARTMENT

318. The Training Department is the main body through which the direction and guidance of the Chief of the Academy is carried out.

The Training Department implements and controls the execution of orders and directives issued by the Chief of the Academy and his Deputies, dealing with scientific work and training, the organization and execution of the training process of the Academy.

319. The duties (functions) of the Academy Training Dept. are as follows:

- development of initial data for drawing up training plans and study programs;
- coordination and control of timely compilation of training plans and programs in observance with directives issued by the Chief of the Academy and senior executive bodies;
- control over the execution of training plans and programs, generalization of material and making up reports on the state of preparedness of permanent staff and students;
- organization of time-table compilation for training periods and examinations. Control over their execution.
- control over the organization of training and methodical work of Chairs and the organization of experience exchange on this work, within the scope of the Academy. Organization of academic scientific educational methodical conferences and meetings;
- control over post graduates' work and the organization of reports given on the execution of individual plans for post graduate training;
- analysis of results from examination sessions and development of measures is order to improve the quality of training methods;
- distribution of professorial instructing personnel according to Chairs;
- coordination and planning all measures implemented in the Academy outside of training time, requiring the participation of students and permanent staff;
- making applications to senior and non-academic organizations on matters pertaining to camp training, practical training in plants (production practice) and the planning of diploma work;
- control over the work of Faculty training sections and Chairs, on questions dealing with the planning, organization and execution of training with students, post graduates and command training for permanent Academy staff;

- organization of instruction for (with) post graduates and permanent staff, carried out on a general academic scale;
- planning the organization and execution of entrance (admission) examinations;
- working out general academic plans for future and yearly writing and publication of textbooks and training aids in conjunction with the Chairs and the editorial publishing department;
- working out estimates and control of expenditures needed to ensure the training process;
- organization of training in non-academic establishments... and institutions:
- directing the work of scientific libraries;
- ensuring the work of the State Examining Commission, drawing up and handing out of graduation certificates (dipleman) from the Academy;
- preparation of the methodical journal"Bulletin "for publication;
- distribution of auditorium and class funds, by Faculties;
- compilation of a yearly report on the training (work) of the Academy.

320. All requests made by the Training Department on satters pertinent to the execution of the training process must be given primary consideration by the Academy sections.

All class and auditorium funds of the Academy are at the disposal of the Training Department, which distributes them between Faculties or allocates them directly for the implementation of training.

THE CHIEF (HEAD) OF THE TRAINING DEPARTMENT

- 321. The Chief (Head) of the Training Dept. is directly subordinate to the Deputy Chief of the Academy in charge of scientific work and training and acts as his Deputy in directing Chairs which are under his subordination and libraries; he is the immediate superior of all Training Department personnel.
- 322. The Chief (Read) of the Training Department prepares material for decisions to be taken by the Chief of the Academy and his Depty i/c scientific work and training, pertinent to working out training plans and instruction programs; dealing with the organization of the training process and its material equipment. He organizes verification ensuring the execution of orders issued by the Chief of the Academy on instruction; makes reports on essential measures necessary to implement the execution of training.
- 323. The Chief (Head) of the Training Department gives all necessary instructions to directors of Chairs and Heads of Faculty training sections, covering the erganization and implementation of the training process, in accordance with resolutions passed by the Chief of the Academy and his Deputy i/c of scientific work and instruction.

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THE FACULTY

324. The Faculty is a training-administrative and operational section of the Academy, uniting Chairs which carry out the training of students and post graduates in several affiliated specialities, related in their scientific and technical characteristics.

The Faculty Head (VAIK)

325. The Faculty Head (director) is subordinate to the Chief of the Academy. He is the immediate superior of the entire Faculty staff and is responsible for the military and political training, education, military and working discipline of the personnel; for the standard of instruction, scientific-methodical work by the Chairs of the Faculty; for material equipment of Moratories and cabinets (study recems); for the working condition of military, scientific, study equipment of the Faculty.

- 326. The duties of a Faculty Head are: -
 - to educate the Faculty staff in a spirit of devotion to the Communist Party and their Socialist fatherland, irreproachful execution of their service duty and high military and labor discipline;
 - to direct and control the training, scientific methodical, scientific research, political and military activities of the Faculty; to periodically take active part in conducting training and scientific research work;
 - to direct the development of training plans, instruction programs and training time-tables, according to instructions from the Chief of the Academy and his Deputy i/c of scientific and academic training;
 - to ensure the high standard of preparedness of students by planning the entire service, party political and social activities of the Faculty in such a manner that the students have sufficient time for independent (individual) work answering the requirements of the training plan and study programs, achieving rational utilization of time allotted for students' independent (individual) work:
 - direct the organization and execution of production practice and military exercises (duties) of both instructors and students; direct the execution of course projects and diploma work and preparation for state examinations; direct training, methodical and scientific research work of Faculty Chairs, post graduates and students according to training plan and the scientificresearch plan of the Academy;
 - direct the work of Faculty groups of instructors;

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- organize and equip the command training for the Faculty > staff and ensure the raising of scientific qualifications \ Chair staff;
- organize control over students' knowledge; control their rate of progress and report on same;
- look for the welfare, daily necessities and medical care for permanent staff and students of the Faculty.

THE PACULTY TRAINING SECTION (VAIK)

327. The Faculty training section is the directing body of the Faculty Mead. It plans, organizes and ensures the normal course of training progress at the Faculty.

- 328. The duties (functions) of Faculty training sections include: -
 - working out training plans according to instructions given by the Faculty Head and the Academy Training Department;
 - drawing up time-tables for instruction periods and examination of the Faculty;
 - control the execution of erders given by the Chief of the Academy and Faculty Heads, through the Chairs;
 - working out necessary measures to organize students' independent (individual) work;
 - make up charts (time-tables) for homework (by students) and institute control measures ensuring that assignments are carried out:
 - keeping record of student progress and compiling information on the results of examination sessions;
 - control over the execution of instruction programs and keeping record of attendance at command training;
 - preparing material for progress reports per semester and year.
 - drawing up plans for production practice, practical and military exercises and submitting same to the Academy Training Dept.;
 - drawing up requisitions for material technical equipment for training and submitting these to relevant sections;
 - making necessary arrangements for students' admission to practical training (production practice);
 - organizing necessary class equipment (supplies) and ensuring order in classrooms;
 - allocation of class (lecture) premises to various sections.

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THE DEPUTY PACULTY HEAD C. I/C OF THE PACULTY

TRAINING SECTION (VAIK)

329. The Deputy Faculty Head is the chief of the Faculty training section (VAIK), directly subordinate to the Faculty Head. He is his lot Deputy and immediate superior of the entire Faculty Staff. He has to give orders in the name of the Faculty Head.

330. It is the duty of the C. i/c Faculty Training Section to plan, organize and ensure the training process at the Faculty.

His duties include: -

- working out the Faculty training plan in accordance with instructions issued by the Faculty Head and the Academy Training Dept.;
- checking instruction program projects for the Faculty and submitting them for the Faculty Head's signature;
- controlling the quality and generalization of methodical work carried out by Faculty Chairs;
- making up instruction time-tables;
- making reports on the military training of students and permanent staff:
- implementation of directives issued by the Faculty Head or Chief of the Ac. Training Dept. on training methods and organization;
- participation in Chair meetings of the Faculty;
- directing work of students' military scientific societies at the Faculty and organizing students' scientific conferences;
- personal control of instruction periods;
- organization and generalization of experience in students' independent (individual) work at the Faculty;
- planning and organization of Command training for the permanent staff of the Faculty;
- participation in paying staff of Faculty Chairs;
- keeping students' progress records and preparing information on the results of examination sessions;
- making admission lists of students to locations of production practice and test-range practice, excursions and instruction periods in other Academies;
- organization of military, physical training and fire (shorting) exercises for students and permanent Faculty staff;
- checking and stamping logbooks, keeping record of instruction for teachers who work in the Academy on the basis of hourly remuneration;
- lamediate solution of problems pertaining to the welfare, daily needs and medical care of the Enculty staff.

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DEPUTY CHIEF OF THE FACULTY IN CHARGE OF

TI'R POLITICAL SECTION

- 331. The Deputy Chief of the Faculty in charge of political training is subordinate to the Faculty Head. He is the immediate superior of the entire personnel of the Faculty.
- 332. The main task of the Deputy Chief of the Faculty in charge of the political section is to supervise the political training of the entire Faculty staff.
- 333. Apart from general duties laid down in the Statutes governing political bodies of the Soviet Army, the Deputy Chief of the Faculty performs the following duties:-
 - participates in the development and compilation of training plans and instruction programs in Faculty subjects;
 - organizes and controls the ideological direction (trend) of the training, scientific methodical and scientific research work of the Chairs;
 - personally controls training periods;
 - organizes and controls Harxist-Leninist training of Faculty permanent staff and political instruction for Faculty personnel.
- 334. The Deputy Chief of the Faculty in charge of political training is responsible for the ideological-theoretical content of instruction programs and training periods which are carried out by the Faculty Chairs.

CHIEF (DIRECTOR) OF THE COURSE

- 335. The Chief (Director) of the Course is directly subordinate to the Faculty Head and is the immediate superior and the educational officer for students attending his course.
- 336. It is the duty of the Course Chief (Director) to:
 - educate his subordinate students in a spirit of devotion to the Communist Party and Socialist Fatherland; irrepreachful execution of service duties and a high standard of military discipline;
 - to make a detailed study of each member of the course and know the service and political moral qualities of each student;
 - organize and carry out strict control of students' independent (individual) work; take timely measures for rendering assistance to students who lag behind;
 - educate and develop in students qualities of leadership, such as willpower, determination, initiative, persistence in achieving an objective put before them;
 - establish and maintain an exemplary discipline during the course;
 - participate in working out the training plan and instruction time- tables of his course;

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- participate in drawing up a chart (plan) for executing homework and control work in each training section of his course and making it known to each student at the beginning of the semester;
- participate in the organization and execution of military exercises and practical training (production practice) field exercises, fire (shooting) exercises and camp training.
- cooperate with Chairs in drawing students into scientific research work and scientific circles; keep records of such work;
- supervise directly; active military training, rifle and physical training;
- recommend (assess) the students on his course;
- keep records of awards to and punishments of students on his course:
- look after the normal welfare, daily needs and medical (sanitary) provisions for students.
- 337. The Chief (director) of a course must maintain constant contact with the professorial instructing staff on questions related to students' progress, who are his subordinates. It is his duty to be present at least 10 hours per week at training periods in sections of his course. A plan covering his training attendance should be submitted for approval to the Faculty Head at the beginning of each month.
- 338. The Chief (director) of a course is incorporated into one of the Chairs according to his specialities and, in separate cases, on recommendation of the Faculty Head, he can be called upon to participate in pedagogical work in his speciality, or, with permission from the Faculty Head, to do scientific research at one of the Chairs.

TRAINING SECTION COMMANDER

339. The commander of a training section is the immediate superior of all students in that section; he is responsible for the state of discipline in a training section; he is subordinate to the Chief of the Course and his closest assistant in educating students of the section.

The commander of a training section is appeared by order of the Chief of the Academy, on recommendation of the Faculty Head.

- 340. It is the duty of a training section commander to:
 - know the entire personnel of the training section in detail; know the good and bad qualities of each student;
 - conduct party-political work in the section together with the secretary of the party organization;
 - maintain strict military discipline amongst the students of his section:
 - set the example for students in studies and discipline;
 - generalize suggetions made by students of the section pertinent to the improvement of planning and conducting training instruction and submit proposals to the training unit of the Faculty;

- to observe and immediately report to his superiors all abnormalities in training and instruction on any subject, or in independent (individual) work performed by students;
- to keep a class logbook according to established regulations;
- to make a timely report to his superior officer on any unusual occurrences in the welfare, daily care and medical service provided for students of his section.

FIRST DEPUTY AND DEPUTY TO THE CHIEF OF THE ACADEMY
IN CHARGE OF SCIENTIFIC WORK AND MILITARY TRAINING

kajor General of Engineering - Technical Services.
TRET'YAKOV

HEAD, TRAINING DEPARTMENT Eng. - Col. BYSHKO

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LIST OF COMPULSORY TRAINING DOCUMENTS WHICH SHOULD BE

IN POSSESSION OF THE CHAIR

- 1. Training plan for the semester (academic year).
- 2. Working plan for a month (drawn up on the basis of the semester plan).
- -3. Instruction programs on subjects covered by the Chair.
- 4. Individual working plans for the work of instructors during an acadexic year.
- Sethodical notes (methods of instruction), pertinent to programs on subjects covered by the Chair.
- 6. Calendar working plans (by training sections).
- 7. Full text confirmed and approved, of introductory and conclusive lectures (for all Chairs); content of lectures given by Chairs wherever a full written text is laid down.
- 8. Logbook showing training-control.
- 9. Journal of minutes of Chair meetings.
- 10. Enumeration of problems (contents of exercises, if these are not taken from a manual) for each exercise (according to subject)
- 11. Solutions for homework (individual assignments).
- 12. A list of laboratory work laid down by instruction programs.
- 13. A chart of lab work carried out (per training section)
- 14. Copies of reports on the Chair's activities throughout the year.
- 15. Copies of plans for post graduate training.

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APPENDIX 2

LIST OF COMPULSORY TRAINING DOCUMENTS, TO BE HELD IN THE TRAINING DEPARTMENT OF THE FACULTY (Y.A.I.K.)

- 1. Copies of approved training plans.
- 2. Copies of instruction and examination time-tables.
- 3. Summarized plan of training control by the Command, for 1 month.
- 4. Plan showing the work of the instructing staff for a semester.
- 5. Chart showing the execution of homework (individual assignments) and control measures for a semester.
- 6. Plan of party-political and social work, as well as Commander training for a month.
- 7. Plan of scientific-methodical work of the Faculty for the academic year.
- 8. Training plan and instruction programs of commander training (by Faculty and each Chair) for the calendar year.
- 9. Students' report cards.
- 10. Records (logbook) of progress made by students, according to training sections.
- 11. Copies of reports on training accomplished during the year.
- 12. Attendance logbooks (diaries) during commander training.
- 13. Class logbooks for each training section.
- 14. One copy of all examination papers.

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APPENDIX 3

LIST OF COMPULSORY TRAINING DOCUMENTS WHICH SHOULD BE HELD IN A TRAINING SECTION

- 1. Criginals of training plans.
- 2. Criginals of instruction programs.
- 3. Criginals of lecture and examination time-tables.
- 4. Charts showing homework assigned and control work.
- 8. Chart of instructors' duties, for each member of the tuition staff.
- 6. Documentation accounting for the work performed by instructors (individual working plans; logbook, keeping records of work in the 5th faculty and for teachers paid by the hour).
- 7. Plan showing the implementation of the basic measures to ensure the training process.
- 5. Plan for instruction-method work by the Academy.
- 9. Plan of section work for 1 month.
- 10. Plan for commander training of the Academy.
- 11. Copies of progress reports for 1 year.
- 12. Plans for post graduate training.
- 13. 1 copy of examination papers.
- 14. Originals of forms on verification of Faculties and Chairs.
- 15. Monthly summaries on the results of (instruction) control.
- 16. Criginals of monthly plans for party political work, commander training and meetings held by the Academy Council, and Councils of Faculties.

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APPENDIX 4

LIST OF MAIN DOCUMENTS DEFINING (GOVERNING) THE

ORGANIZATION OF THE ACADEMY TRAINING PROCESS

- 1. Resolution of the "SNK", (Council of Peoples' Commissars) U.S.S.R., and Central Committee of the All-Union Communist Party (VKP (b) of the 23.7.1936. "On the work of Higher Education Institutions and Directorship of Semior Schools".
- 2. Resolution of the "Ts.I.K.", U.S.S.R., of the 9.9.32 on "Training Programs and the syllabus of Senior Schools and Technikums".
- 3. Resolution of the "SHK", U.S.S.R. of the 5.11.38 No. 972 "Standard Regulations for Higher Education Institutes".
- 4. Order of the Defense Minister, U.S.S.R., No. 207, of the 31.10.57 on the establishment of designations for appointments of professorial-instructing staff, replaced by civilian employees.
- 5. Instructions pertinent to the order of competitions and replacement of civilian appointments on professorial-instructing staff; approved by order of the Minister for Higher Education, U.S.S.R., dated 17.7.1957, No. 744.
- 6. Order of the Defense Minister, U.S.S.R., No. 185, dated 3.11.54 and Regulations issued by the Council of Ministers, U.S.S.R. and the Central Committee Communist Party, dated 30.8.1954 No. 168 "On the Improvement of Training, the Distribution and Utilization of Specialists with Higher and Secondary Specialized Education".
- 7. Order by the Defense Minister, U.S.E.R., No. 50, dated 18.4.56, with the announcement of the Resolution passed by the Council of Ministers, U.S.S.R., "On the Approval (confirmation) of Regulations regarding Production Practice (Practical training) of students attending Higher Education Institutes, U.S.S.R., dated 18.1.1956, No. 55" and the "Instruction on Production-Practice for Students in Higher Educational Institutes, U.S.B.R., approved (confirmed) by order of the Minister of Higher Education, U.S.B.R. dated 9.3.1956, No. 221.
- 8. Order issued by the Defense Minister U.S.S.R., No. 69, 1956 with the Resolution by the Council of Ministres, U.S.S.R., dated 12.7.1956, No. 456 "About cancelling the norms for Compulsory Training duration".
- 9. Order issued by the Defense Minister, U.S.S.R., No. 33, dated 18.2.57 on the "Rules of admission Into a Higher Education Institute of the Soviet Army".
- 10. Order of the Minister for Higher Education, U.S.S.R., No. 332 16.3.1957 "Approving Regulations for Examining Commissions Dealing with Entrance Examinations into Higher Education Institutes of the U.S.S.R." (V U Z).
- 11. Regulations On State Examining Commissions for Higher Education Establishments, Approved by the Council of Peoples' Commissars, 9 May 1938.

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- 12. Order of the Defense Minister, U.S.R., No. 32, 25.3 1954, en "Regulations Pertinent to State Examining Commissions for Higher Military Training Institutes of the Ministry for the Defense, U.S.S.R."
- 13. Order of the Defense Kinister, U.S.B.R., No.78, 27.5.1954
 "Instructions on the application of Regulations Pertaining to
 the Award of gold medals for graduation from military Academies
 of the Soviet Army and Navy".
- 14. Directive of the General Staff No. 39NS dated 3.11.1956 containing a "Letter of Instructions" by the M.V.O. No. 2-100, dated 15.9.1956.
- 15. Regulations on course examinations and written tests in Higher Education Institutes, approved by order of the Einister for Higher Education, U.S.S.R., No. 335, dated 26.3.1958.
- 16. Order issued by the Defense Minister, U.S.S.R., No. 37 of the 3.3.1954 on "Regulations pertaining to Physical Training and Sports in Higher Educational Institutes".
- 17. Rules for setting up Instruction Time-tables in Higher Educational Institutes, approved by order of the "V.K.V.SH." dated 6.3.1944.
- 18. Instruction on Diplema Projects in Higher Education Institutes approved by order of the "V.K.V.SH." of the 30.12.1945, No. 646.
- 19. Destruction on the order (manner) in which diplemss should be prepared, filled in, and handed to graduated of Higher Education Institutes in the Soviet Union; approved by the Minister for Higher Education; U.S.S.R., dated 12.11.1951.
- 20. Resolution of the Central Committee, Communist Party (b) dated 7.8.33. "On Coordinating the Social Duties of Students in Higher Education Institutes of the U.S.S.R. Higher Technical Institutes and Technical Colleges".
- 21. Order of the Minister of Higher Education, U.S.S.R., No. 555 dated 3.7.1956. "On Tuition in Higher Educational Institutes, U.S.S.R. of: History of the Communist Party Political Economy, Dialectical and Historical Materialism".
- 22. Order of the Minister of Higher Education, U.S.S.R., No. 953, dated 21.9.1955 "On Raising the Sandard of Tuition of Foreign Languages in Higher Education Institutes".
- 23. Letter of Instructions by the Ministry for Higher Education, dated 10.1.1950 No. D-5 "On the Rationalization of Training Time-talles in Higher Education Institutes".
- 24. Order of the Minister of Higher Education No. 1855, dated 10.11.
 1952 "On Coordinating the Control of Training in Higher Education Institutes".
- 25. Order of the Defense Minister U.S.S.R., No. 155 dated 2.10.1956, containing Resolutions passed by the Central Committee, Communist Party and Council of Ministers, U.S.B.R., dated 20.8.1950, No.1174, on "Measures To Improve Training and Raise theQualifications of Scientific and Pedagogical Staffs".
- 26. Order of the Defense Ministry, U.S.S.R., No. 183, dated 4.10.1957, Cn Post graduate (junior scientist-assistant) work at Higher Educational Institutes and Scientific Research Establishments of the Defense Kinistry, U.S.S.R.".

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27. Statutes for the Internal Service in the Fraed Forces, U.S.S.R.

As. Disciplinary Regulations of the Armed Forces, U.S.S.R.

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Academy I/N Dzerzbiuskiy

Daily Schedule

of studies at the academy for the 1958-59 school year

2nd 3rd	period period period break	9.00 6.55 10.30 11.35	to	9.45 10.40 11.35 12.05
	(or 12.30 to 13.00)			
4th	period	12.05	to	12,50
5th	period	13.00	to	13.45
	period	13.55	to	14.40
7th	period	14.50	to	15.35
	period	15.45	to	16.30

Classrooms (auditoriya)

- No. 1 2nd floor of main building, room No. 246 (I/N Chernov)
- No. II 5th floor of mainresidence (kordelozhi), room No. 910 (movie hall)
- No. III 4th floor of main residence, room No. 706 (History of military art study)
- No. IV 4th floor of main building, rooms No. 621 and 623
- No. V 4th floor of main building, room No. 811 (Physics)
- No. VI 4th floor of main building, room No. 605 (Physics)
- No. VII 4th floor of main building, room No. 640
- No. VIII 4th floor of main building, room No. 667 (I/N Mendeleyev)
- No. IX 4th floor of main building, room No. 664 (automation)
- No. X 5th floor of main building, room No. 310 (firing)
- No. XI 2nd floor of main building, room No. 235
- No. XII 5th floor of main building, room No. 814 (specialized)
- No. XIII 5th floor of main building, room No. 316 (specialized)
- No. HIV 5th floor of main building, rooms No. 821 and 824 (specialized)
- No. XV 5th floor of main building, rooms No. 832 and 834
- No. XVI 5th floor of main building, rooms No. 833 and 835 (electro-technical)
- No. XVII 5th floor of main building, rooms No. 845 and 847 (radio-technical)
- No. XVIII 5th floor of main building, room No. 337 (electrotechnical)
- No. XIX 4th floor of dormitory, room No. 26

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Main building

Main residence

Dormitory building

1st floor No. 1 to No. 115 2nd floor No. 305 to No. 323 4th floor No. 1 to No.47

2nd floor No. 230 to No. 247 3rd floor No. 519 to No. 543

3rd floor No. 401 to No. 514 4th floor No. 701 to No. 717

4th floor No. 601 to No. 661 5th floor No. 904 to No. 525

5th floor No. 801 to No. 903

The first dormitory for students of the Academy is located on the territory of the Academy.

The second dormitory of the Academy is located at Sofiyskaya usberezhnaya No. 36.

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